



REQUEST FOR PROPOSALS (RFP)

Interim and Executive Recruitment Services Greater Vallejo Recreation District, *Parks & Recreation General Manager*

RESPONSES TO THIS RFP ARE DUE TO THE GREATER VALLEJO RECREATION DISTRICT BY: **Thursday, MARCH 12th, 2026, at 12:00 PM (Noon)(Pacific)**. Responses must be delivered electronically by email to: HR@gvrd.org

Greater Vallejo Recreation District, *Parks & Recreation General Manager*

1. Introduction

Greater Vallejo Recreation District (GVRD) is located in Vallejo California, within the San Francisco Bay Area.

The GVRD is seeking proposals from qualified executive recruitment firms to:

1. GVRD is seeking qualified proposals from executive recruitment service providers to assist in identifying and hiring (1) an interim General Manager, by mid-April, and (2) a permanent General Manager by Summer/Fall 2026.
2. The selected Consultant will assist the Board of Directors in locating, interviewing and evaluating potential candidates for the position of General Manager. The selected proposer will meet with the Board of Directors, to determine the professional qualities, experience and skills desirable in a General Manager candidate. The selected Consultant will develop an effective recruitment process, and identify potential candidates through advertising, networking and other methods. The Consultant will assist the Board of Directors in conducting screening and initial interviews of potential candidates, evaluating each candidate, and upon request from the Board of Directors, provide assessments of candidates.
3. Facilitate a review and update of the current General Manager job description with the Board of Directors. Assist in negotiating employment terms.
4. Support onboarding of the selected full-time General Manager.

The anticipated timeline for hiring a full-time General Manager is **4–6 months** from contract award.

2. Background

GVRD encompasses approximately 49 square miles and serves a population of over 100,000 residents. GVRD's properties include 906 acres of public parks, an Olympic-size swimming pool, and community centers. GVRD offers a wide variety of programming to residents of all ages, from youth to seniors. The District's recreation services include community events, aquatics activities, senior programs, youth

programs and camps, adult and youth sports programs, health and wellness activities, and enrichment classes.

GVRD employs approximately 40 full-time, year-round permanent staff members and over 100 part-time staff working in four divisions – Recreation Services, Parks Maintenance, Human Resources, and Finance.

GVRD is overseen by an appointed Board of Directors (three board members are appointed by the Vallejo City Council and two by the Solano County Board of Supervisors). The Board of Directors is responsible for the selection of GVRD's General Manager, either interim or permanent.

The General Manager is the Chief Executive of the District, responsible for the general direction of all operations and affairs of the district and for advising and making recommendations to the Board of Directors with respect to these matters. The General Manager is expected to:

- provide the Board of Directors with adequate information;
- efficiently execute policies;
- accept responsibility for achieving the objectives of the District;
- identify with the policies of the District; and
- effectively interpret policy to the staff and the public.

The General Manger current contract can be found online at GVRD.ORG

3. Scope of Services

Phase I: Interim General Manager Placement

The selected firm shall:

- Provide qualified interim candidates with executive experience. Demonstrated parks and recreation is preferred.
- Present 2–3 vetted interim candidates within an agreed timeline.
- Assist in interview process with Board of Directors
- Assist with interim contract negotiations.
- Provide transition support and regular performance check-ins.
- Ensure continuity of leadership and operational stability.

Phase II: Executive Recruitment – Full-Time General Manager

The selected firm shall:

A. Position Assessment & Job Description Review

- Meet with Board Members individually and/or collectively.
- Facilitate discussion regarding organizational priorities and leadership profile.
- Review and recommend revisions to the current job description.
- Develop a candidate profile aligned with strategic goals.

B. Recruitment Strategy Development

- Develop a comprehensive recruitment and outreach plan.
- Identify target candidate pools (public agencies, special districts, municipalities, nonprofits, etc.).
- Establish diversity, equity, and inclusion outreach strategies.

C. Marketing & Advertising

- Create a professional recruitment brochure.
- Advertise in appropriate industry outlets (e.g., parks and recreation associations, municipal management networks, executive search platforms).
- Conduct proactive outreach to qualified candidates.

D. Candidate Screening & Evaluation

- Conduct initial screening interviews.
- Verify qualifications and experience.
- Conduct reference checks.
- Present a shortlist of highly qualified candidates.

E. Interview & Selection Process

- Assist with development of interview questions and evaluation tools.
- Facilitate panel interviews and stakeholder engagement sessions.
- Conduct background and credential checks.
- Assist with final selection and offer negotiations.

F. Onboarding Support

- Provide onboarding plan recommendations.
- Facilitate transition planning.
- Offer follow-up consultation during first 90 days (if applicable).

4. Proposal Requirements

Proposals must include:

1. A cover letter of not more than one page introducing the Consultant and its desire to provide the requested services to the District. The cover letter should include the vendor name and address, as well as the name, telephone number and e-mail address of the individual authorized to represent the Consultant on all matters relating to this RFP. The letter must be signed by an individual authorized to bind the Consultant to all terms, conditions, and commitments made in the proposal.

2. General information about the Consultant, including the size of the organization, location of the offices, years in business, organization chart, name of owners, principal parties, and information regarding any trade associations of which the Consultant and its staff are members.

3. Names and qualifications of staff proposed to support the District, their position and duration with the company and types and amount of relevant experience

4. At least three references, including contact names and telephone numbers of clients for which recent similar products and services have been provided. Emphasis should be placed on California clients and government clients.

5. A general overview of the Consultant's Executive Search philosophy.

6. A thorough description of the services that the Consultant proposes to provide the District in order to meet the requirements outlined in the Scope of Services in this RFP.

7. Consultant should detail what it expects and requires of the District in order to effectively provide the services outlined in this RFP.

8. Consultant should provide a proposed schedule with milestones and details for meeting all deliverables within the stated goals of the Scope of Services.

9. Consultant may include other relevant information which they feel will enhance their proposal or provide further evidence of their qualifications to perform this study.

10. Relevant Experience

- Experience recruiting parks and recreation executives or similar public agency leadership roles
- Experience placing Interim General Managers or similar executive roles
- List of comparable engagements within the last five years
- References (minimum of three public-sector clients)

11. Project Team

- Names and qualifications of individuals assigned
- Relevant experience of lead recruiter
- Availability and time commitment

12. Cost Proposal

Provide separate pricing for:

1. Interim GM placement (flat fee, hourly rate, percentage of compensation, or other structure).
2. Full-time GM placement recruitment services (retained search fee, percentage of salary, installment schedule, reimbursables).
3. Additional costs (advertising, travel, background checks, assessment tools).

Clearly specify:

- Not-to-exceed amounts
- Reimbursement structure
- Guarantee period (candidate replacement policy if hire is unsuccessful)

13. Success Metrics

- Historical placement success rate
- Average time-to-fill executive roles
- Retention rate (1-year and 3-year if available)

5. Evaluation Criteria

Proposals will be evaluated based on the following:

1. Demonstrated success rate in executive placements.
2. Cost for Interim GM placement.
3. Cost for full-time recruitment services.
4. Number of years firm has been in business.
5. Experience recruiting parks and recreation or similar public sector executive roles.
6. Quality and clarity of recruitment methodology.
7. Strength of references.
8. Proposed timeline and ability to meet a 6-month target.

6. Additional Recommended Evaluation Criteria

To strengthen selection, please consider including:

- **Retention Guarantee Period** (for FT GM minimum 12 months recommended).
- **Public Sector Governance Experience** (experience working with elected or appointed boards).
- **Community Engagement Capability** (experience facilitating stakeholder input sessions).

- **Confidential Search Capability** (ability to protect sensitive candidate information).
- **Background & Vetting Rigor** (depth of reference checks and screening).
- **Onboarding Support Services** (structured transition planning).
- **Interim-to-Permanent Continuity Planning.**
- **Capacity & Bandwidth** (number of concurrent searches).
- **Conflict of Interest Disclosure.**
- **Insurance & Risk Coverage.**
- **Fee Structure Transparency.**
- **Technology Tools Used for Recruitment & Screening.**

5. Proposed Timeline and Delivery Requirements

Schedule may change as necessary

Milestones	Date
RFP Issued	Tuesday, March 3, 2026
Questions Due	Monday, March 9, 2026
Proposals Due	Thursday, March 12, 2026 12pm (Noon) (Pacific)
Interviews with Firms	TBD (Teams, Zoom or in-person)
Selection by the Full Board	Thursday, March 26 th , 2026
Contract begins	On or before March 30 th
Full Recruitment Duration	4–6 months

All proposals must be received by GVRD by Thursday, March 12, 2026, at 12:00 p.m. GVRD will only accept electronic copies of proposals (in PDF format), sent to hr@gvrd.org. Proposals must be received by GVRD by the deadline above. Responses received after this date/time will not be considered. Consultants are solely responsible for ensuring timely receipt of their responses.

The GVRD reserves the right to cancel this RFP in part or in its entirety at any time and for any reason without any liability to any proponent or to waive irregularities at their own discretion. Furthermore, this RFP does not commit the GVRD to award a contract for the services requested and GVRD reserves the right, after opening the proposals, to reject any of the proposals, or to accept the proposal(s) that in its sole judgment are in the best interest of the district. GVRD reserves the right to award a contract for the entirety of work outlined in this RFP, or for portions or phases of work, as deemed in the best interest of the district.

7. Questions and Submission Instructions

Please email RFP questions to

Gabe Lanusse, General Manager of GVRD, glanusse@gvrd.org
Please email RFP responses to
Human Resources Department, hr@gvrd.org
By 12pm Thursday March 12, 2026.

Optional Additions

It is preferred that the vendor also include:

- Sample recruitment brochure

Board Evaluation

The District will review proposals and determine those that are responsive. The District will select a Consultant who, in its sole judgment, best suits the needs of the District. Furthermore, if no proposals are deemed satisfactory, the District reserves the right to reject all proposals.

The evaluation criteria which are neither weighted nor prioritized include, but are not limited to, the following:

1. Demonstrated understanding of the services requested.
2. Prior experience providing similar services with preference given to vendors with experience working with California and governmental clients.
3. Knowledge and experience of the vendor and assigned individuals.
4. Acceptableness of proposed services in meeting the District's scope of services.
5. Cost effectiveness of the proposal.
6. Ability to meet the proposed schedule.
7. Reference checks.
8. Potential conflicts of interest – Consultant should identify any familial or previous working relationships with any GVRD employees or any members of its Board of Directors.

Some or all of the Consultants submitting a proposal may be invited to an interview and/or to make a presentation before the Board of Directors. The Board of Directors may, or may not, choose to interview consultants, depending upon the number and quality of proposals received.

This matrix allows individual Board members to score proposals independently. Scores can then be averaged for final ranking.

Public Records

All proposals submitted in response to this RFP may be subject to the California Public Records Act. As such, they may be subject to public review after the final selection and engagement of a Consultant.

No Express or Implied Obligations

This RFP does not commit GVRD to award an agreement, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for services. There is no express or implied obligation for GVRD to reimburse proposers for any expenses incurred in preparing proposals in response to this request.

Protest Procedure

A Proposer may protest a contract award if the Proposer believes that the award was inconsistent with District policy or this RFP.

A protest must be sent via email to kpierson@gvrd.org and received by GVRD within three (3) business days after receipt of notification of the contract award. Any protest received after 5:00 p.m. of the third business day after notification of the contract award will be rejected by GVRD as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award.

The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

GVRD will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. GVRD shall provide the Proposer submitting the protest with a written statement concurring with or denying the protest. Action by GVRD relative to the protest will be final and not subject to appeal or reconsideration.

The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.