



August 20, 2019

Green Mountain Transit, Burlington, Vermont

**Request for Quotes
Executive Search Consultant for General Manager Position**

Green Mountain Transit Agency (GMT) is seeking an executive search firm to assist in recruiting a qualified individual for the position of General Manager. The previous General Manager resigned in July 2019. An Interim General Manager was appointed from within the organization. GMT has conducted two searches and hired three General Managers in the past five years. In issuing this RFP, the GMT Board of Commissioners aims to increase the robustness of its candidate pool and to maintain a manageable workload for its employees.

GMT provides a variety of public bus transportation for a five-county service area (population 281,950) in Vermont. GMT operates out of four primary locations (Burlington, Berlin, St. Albans and Stowe), with a temporary fifth location at Sugarbush Mountain Resort during the ski season. GMT is a municipal corporation, receiving its authority to operate via a charter from the Vermont General Assembly (24 App. V.S.A. ch. 801, § 1). The GMT Board of Commissioners (the Board) is seeking a General Manager who will continue to advance the strategies and vision of the agency. GMT has 200 employees, over 120 revenue vehicles, and a combined operating and capital budget of \$20 million. The incoming General Manager will possess the highest level of integrity, strong leadership, management, interpersonal, communication and financial management skills, and the ability to work collaboratively with the Board of Commissioners, GMT employees, elected officials, other stakeholders and, will have demonstrated the ability to work successfully in a union environment.

The GMT Selection Committee, appointed by the Board Chair, will conduct interviews of qualified candidates and recommend finalists to the Board of Commissioners. The Board will interview and select the new General Manager.

The Selection Committee invites qualified search consultants to submit letters of interest and statements of qualifications and experience for consideration to provide recruitment and executive search consulting services. Executive search consultants submitting proposals should have a successful record of recruiting and successfully completing searches for municipalities and organizations of similar size and operation. Experience in Northeast local government recruitment and search is preferred.



Proposals must be received by 11:59 pm, August 27, 2019. Proposals can be submitted via surface mail, email, or hand-delivered to:

Green Mountain Transit
101 Queen City Park Road
Burlington, VT 05401
Attn: Trish Redalieu
predalieu@ridegmt.com

The GMT Board of Commissioners is not obligated to accept any proposals or bids, and reserves various rights to accept or reject any bids, modify the process, or take actions as the Board deems in its own best interests.

Proposal Requirements

All proposals must include the following information in addition to any other materials that are submitted:

1. Firm name, address, telephone number, and contact person(s).
2. A brief history of the firm, including the number of years in operation.
3. List of recent recruitments conducted, with three to five references.
4. A detailed plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background checks, references checks, etc.).
6. Information regarding the average tenure of past candidates placed by firm as well as information regarding replacement services.
7. A detailed fee schedule disclosing any and all fees charged to client during the course of the search.
8. A statement of what qualifications distinguish your firm from other recruitment companies.
9. Any other information relevant to the process of selecting a recruitment firm.

Selection/Negotiation Process

After the GMT Selection Committee determines the most qualified search consultant, it will recommend that search consultant to the Board of Commissioners, and present a proposed contract. At the Board's option, the final selection and negotiation of the contract will be completed and executed by the Board or a Board designee.

GMT's Board of Commissioners will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to GMT's Selection Committee prior to the finalization of a candidate list.