

PROPOSAL CONTENT & EVALUATION CRITERIA

DISTRICT ADMINISTRATOR

PROPOSALS SUBMITTED FOR EVALUATION MUST INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION AND MATERIALS:

A. GENERAL

The offeror shall furnish District Administrator Services. The offeror shall be able to comply with the following:

Please see the attached documents for recommended specifications and scope of work. Please see "Exhibit A".

B. QUALIFICATIONS OF THE INDIVIDUAL AND/OR FIRM

The primary responsible individual must have a Bachelor's Degree (Master's Degree desirable) in Business Administration, Public Administration, or another closely related field from an accredited college or university together with at least five (5) years of management experience with a public entity which includes program oversight, budget development and oversight, and making presentations to community groups and elected officials.

Preference will be given to candidates with any or all of the following proficiencies:

1. Experience as the Manager, Administrator, Chief Financial Officer, or Chief Legal Officer of a public entity in Utah.
2. Demonstrated experience working with Utah local districts.
3. Prior training or experience with a fire agency.
4. Master's Degree in Public Finance, Public Administration or a closely related field from an accredited institution.

C. PROPOSAL INFORMATION

While additional information may be presented, the following subjects and questions must be addressed in the Proposal.

1. Name, address, telephone number and email address. Include contact person and telephone number for purposes of following up on proposal.
2. A detailed resume of the person(s) who would work directly with UFSA including: education, training and certifications; work history and experience; awards or recognitions; and any professional affiliations.
3. A description of the current personal and professional obligations and availability of the lead individual.

4. A description of the level of professional liability insurance, if any. UFSA has not established a minimum level of professional liability insurance coverage to submit a response. However, UFSA anticipates that the individual or firm selected as district administrator would maintain professional liability insurance in the amount of not less than \$2,000,000 from an insurance company authorized to conduct business and issue policies in the state of Utah. UFSA will also likely require proof of comprehensive policies of automobile liability and damage insurance and worker's compensation insurance.
5. Whether the primary responsible individual has been disqualified or terminated by any municipal, county, state government or another public agency. If so, please explain under what circumstances this disqualification or termination occurred.
6. A list of references.
7. The hourly rate of any individual expected to perform work for UFSA, or an alternative cost proposal. See requirements below.
8. Any other information you feel would be helpful.

**ORAL INTERVIEWS AND ONSITE INSPECTIONS MAY BE CONDUCTED
WITH ONE OR MORE PROSPECTIVE OFFERORS.
THE DECISION OF UFSA'S SELECTION COMMITTEE SHALL BE FINAL AND CONCLUSIVE**