



DETAILED SPECIFICATIONS

SCOPE

The Contractor will help develop, implement, and execute a search to find the next Police Superintendent for the City of Chicago.

GOAL

The goal of this project is to help the Community Commission for Public Safety and Accountability to identify and present to the Mayor qualified candidates to serve as Superintendent of Police.

**PROPOSALS MUST BE SUBMITTED
BY July 27, 2026 at 5:00PM CENTRAL
STANDARD TIME**

Proposals and questions should be emailed
to:

SuperintendentSearch@cityofchicago.org

DESCRIPTION

I. Background

The City of Chicago is searching for its next Superintendent of Police. As described in the Municipal Code of Chicago, Section 2-80-080, when there is a vacancy in the position of Superintendent of Police, the Community Commission for Public Safety and Accountability (“the Commission”) shall conduct a nationwide search, including recruiting candidates, thoroughly reviewing applications, conducting background checks, and conducting in-depth interviews of the best-qualified candidates, and then, within 120 days after the vacancy occurs, submit the names of three candidates to the Mayor. The Mayor shall then select one of the three candidates from the Commission’s list or reject all three candidates and request that the Commission provide three additional candidates. After the Mayor makes a selection, it is subject to the advice and consent of the City Council.

The Commission was created by ordinance in July 2021 and is charged with improving policing and public safety citywide. The Commission has a range of powers, including playing a central role in selecting the Superintendent of Police.

In 2023, the Commission conducted a nationwide search that culminated in the appointment of Superintendent Larry Snelling. Superintendent Snelling retired on July 15, 2026. The Commission must submit three Superintendent candidates to the Mayor by November 12, 2026.

II. General Invitation

The Commission invites the submission of proposals from firms and individuals with expertise and experience in developing, implementing, and executing searches for candidates to lead police departments, or searches of similar significance and complexity.

III. Key Elements of the Project

There are specific core responsibilities that must be completed as part of this project:

1. The Contractor will play a supportive and collaborative role assisting Commissioners and staff with the search process;
2. The Contractor will efficiently and effectively implement the agreed-to strategy, which may include functioning as the project manager for some or all aspects of the research, engagement, outreach, recruiting, screening, and selection efforts.

IV. Scope of Services

This project is comprised of three distinct tasks. Interested entities must submit proposals that cover all three tasks.

Items	Tasks	Deliverables
1	The Contractor will develop a detailed plan for candidate sourcing. This will include connecting with key stakeholders to discuss the requirements of the role and the qualities, characteristics, and skills successful candidates should possess; working with Commissioners to identify key qualities, characteristics, and skills; and conducting outreach and recruitment efforts to solicit applications from a diverse pool of highly qualified local and national candidates. The Commission anticipates that a job brochure will be posted and circulated in early August and that applications will be submitted until mid-September.	A plan that clearly lays out each component of the outreach and recruitment activities, including the plan for diversity and inclusion.
2	After applications are submitted, the Contractor will assist the Commission in identifying the most qualified candidates. This will include pre-screening applicants, providing support for the process for Commissioners to review applications and select candidates to interview, providing support for a preliminary round of interviews and a finalist round of interviews (helping to create interview questions and evaluation criteria that align with the desired qualifications, planning interview logistics, arranging interviews with selected candidates, helping to develop a process for making selections in each round), and supporting Commissioners in other aspects of the selection process.	A plan for Commissioners to narrow down the list of candidates; interview questions; an evaluation matrix; interview plan and schedules; and a selection process. The end goal is to identify six compelling candidates.
3	The Contractor will conduct background checks on candidates following a first-round review, and in-depth background checks on all finalists.	Highly reliable and confidential background reports on selected candidates.

V. Submission Requirements

1. **Cover Letter:** Respondents must submit a cover letter signed by an authorized representative of the entity committing the Respondent to provide the services described in accordance with the terms and conditions of any contract awarded pursuant to this process. The cover letter must:

- a. Outline the number of years the Respondent has been in business or providing relevant services and provide an overview of the experience and background of the entity and its key personnel committed to this project.
- b. Identify the Respondent's principal place of business and the names of its principals or partners.
- c. Indicate the name, telephone number, and email address of the principal contact.

2. **Professional Qualifications and Specialized Experience of Respondent and Team Members Committed to this Project:** The Contractor must possess the necessary experience to complete the project within a short timeframe. Therefore, the proposal should demonstrate that the Contractor is a nationally recognized organization with the requisite experience and knowledge, which includes, but is not limited to:

- a. Experience in conducting nationwide searches for police chiefs or police superintendents, or searches of similar significance and complexity, including significant experience in handling all three of the deliverable items listed above. Include a list of the jurisdictions where the Respondent has direct experience handling a search for a police chief or superintendent, or searches of similar significance and complexity, the year of each search, the total population of each jurisdiction where a search was conducted, and, for all police leader searches, the number of employees of each police force.
- b. Experience in searches that have attracted a diverse pool of candidates and meaningfully engaged diverse groups.

3. **Proposed Services:** Respondents must describe the services that would be provided.

4. **Timeline:** Respondents must include a projected timeline detailing the steps and tasks required to present highly qualified candidates for the position of Police Superintendent. *Note:* The initial steps of this process have begun, with the Commission and its staff taking the lead. The Contractor's work is expected to begin on or about August 10, 2026. The work is expected to be completed shortly after November 12, 2026, when the three finalists are presented to the Mayor. By ordinance, if the Mayor rejects the first three candidates, the timeline will be extended 30 days following receipt of the Mayor's rejection letter, and three entirely new candidates must be selected and presented to the Mayor. This is why Item 2 above notes that the goal is to identify six finalist candidates.

5. **Key Personnel:** Respondents must include a list of key personnel it expects to work on the project. Respondents must indicate each person's area of expertise and which person will have prime responsibility for various tasks or aspects of the services.

Respondents must submit resumes or profiles highlighting the past experience of each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type and scope. Respondents should identify key personnel who have direct experience or in-depth familiarity with Chicago and its communities and describe any relevant experience. Respondents should also identify the individual who will act as the Contractor's designated Project Manager for the project and the specific experience they have working directly on police leadership searches or searches of similar significance and complexity.

6. **Diversity and Inclusion:** The proposal should include a summary of the Contractor's commitment to diversity and inclusion, in staffing and in the search process, and information about the diversity of those who would lead and/or be assigned to this project, as well as subcontractors or consultants engaged on the project, if any. Respondents are encouraged to work with MBE/WBE/VBE firms.
7. **Cost Proposal:** Provide a total projected cost, and a breakdown of costs in relevant categories. The Commission reserves the right to negotiate a final fixed price, terms, and conditions with selected Respondents.
8. **References:** Respondent must provide at least three references for services substantially similar to those that would be performed. Respondents will provide the client name, contact person name, contact person telephone number, and contact person email address, the date services were provided to the reference, and a description of the services provided.

VI. Evaluation and Selection Process and Evaluation Criteria

1. **Evaluation and Selection Process:** Two members of the Commission, with support from Commission staff, will review and evaluate the proposals, as described below.

In evaluating proposals, reviewers will first consider the completeness and responsiveness of the proposals. Reviewers will then evaluate the extent to which a Respondent's proposal meets the project requirements, including a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan and other factors based on the evaluation criteria below. As part of the evaluation processes, reviewers will review the proposals, and may review any other information that is available, including but not limited to information gained by checking references. The Commission reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its proposal or to request additional information at any time during the evaluation process. Reviewers may invite some or all Respondents for a presentation and interview. At the interview, reviewers may seek to clarify in more detail information that was included in the proposal or ask additional questions. Afterward, reviewers will evaluate and rank the Respondents. Application materials and evaluations will be shared with the full Commission, which will then rank respondents and select the highest ranked Respondent. The Commission will then authorize staff to

enter into contract negotiations with the selected Respondent. The Commission reserves the right to terminate the solicitation process at any point in the process.

2. Evaluation Criteria

a. Professional and Technical Competence

Ability to provide the services described, including capacity to achieve the project goals, objectives and scope of services.

b. Professional Qualifications and Specialized Experience of Respondent and Team Committed to this Project.

Includes experience in providing substantially similar services on searches of similar significance and complexity. Past and current performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules.

c. Quality of the Plan

Includes the comprehensiveness and adequacy of the proposed plan for providing services, including the staffing plan.

Reviewers will review each proposal for the Respondent's understanding of the objectives of the services and how these objectives may be best accomplished. Each Respondent will be evaluated on their overall methodology, timetable, and approach to meeting the Commission's requirements.

d. Cost Proposal

The Commission will consider the competitiveness and adequacy of proposed plans for the proposed services.

VII. Superintendent-related Information

As the chief executive officer of the Chicago Police Department, the Superintendent of Police is responsible for the general management and control of the Department and has the full and complete authority to administer the Department in a manner consistent with the ordinances of the City, the laws of the state, and the U.S. Constitution. The Superintendent reports directly to the Mayor. There is no fixed term of office.

Under Article IV of the Chicago Police Department's Rules and Regulations, the Superintendent of Police will plan, organize, staff, direct and control the personnel and resources of the Department to attain the goals and implement the regulations set forth in the Department's Rules and Regulations.

The Chicago Municipal Code requires all City employees to reside within the City limits. If the successful candidate is not currently a Chicago resident, he or she must be prepared to relocate within the shortest feasible time after being appointed.