



**REQUEST FOR PROPOSALS FOR  
EXECUTIVE SEARCH SERVICES FOR COUNTY MANAGER**

**Public Notice**

October 12, 2021

The Currituck County Board of Commissioners (the “County”) invites qualified firms and/or individuals to submit a proposal to conduct executive search services for the position of County Manager.

The Request for Proposals (RFP) package in electronic (PDF) format shall be requested from Crystal Owens, Contract Purchasing Agent by email at [crystal.owens@currituckcountync.gov](mailto:crystal.owens@currituckcountync.gov). The County is not responsible for full or partial sets of RFP documents obtained from any other source.

Proposers shall email one (1) electronic file of the complete proposal package in PDF format to Leeann Walton, Clerk to the Board of Commissioners by email at [leeann.walton@currituckcountync.gov](mailto:leeann.walton@currituckcountync.gov) no later than 4:00 p.m. Eastern Standard Time (EST) on Thursday, November 4, 2021. It is the sole responsibility of the Proposer to ensure receipt of its proposal to the County. Submittals received after the due date and time will not be considered. Confirmation of receipt by telephone can be made directly to Leeann Walton at 252-232-2075.

Small Business Entities, Women Owned Businesses and Minority Owned Businesses are encouraged to submit proposals. The County reserves the right to negotiate with any and/or all Proposers that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County. The County reserves the right to waive any informality.