

Request for Proposals for Chief of Police Recruitment Services

Upper Makefield Township

1076 Eagle Rd

Newtown, PA 18940

Upper Makefield Township (UMT) is soliciting proposals from qualified individuals or firms to lead the recruitment and selection process for the Township's next Chief of Police. After 40+ years of service, the current Chief of Police is retiring in August, 2026. UMT is a Township of the Second Class with a police department consisting of a Chief, four sergeants, one detective, twelve officers, and one civilian administrative assistant. The Board of Supervisors is the appointing authority.

One sergeant has recently retired and another sergeant has an established retirement date. The loss of over half of the department's management over the next couple of years is a concern. The department has a strong group of officers though, and we are confident in their future. The next Police Chief should be able to handle this challenge and also look for ways to modernize the department to deal with residents with high expectations.

It is possible that internal candidates will apply and the Board is committed to a level playing field where internal and external candidates are considered.

Interested firms should review the scope of work detailed below and must respond by 6/8/26 at 5 PM, Eastern Time.

About Upper Makefield Township

Upper Makefield Township is an affluent, historically significant community located along the Delaware River in Bucks County, Pennsylvania. Consistently ranked among the most desirable suburban areas in the Philadelphia region, the township is known for its scenic landscapes, high-quality public services, and strong commitment to land preservation—nearly 40% of its land area is permanently protected, creating a distinctive rural-suburban character for its approximately 8,800 residents. The community features rolling hills, farmland, and a network of historic villages and stone structures that contribute to its rich architectural and cultural identity.

The township's history is nationally recognized, most notably as the staging area for General George Washington's famed crossing of the Delaware River on December 25,

1776, a pivotal event leading to the Continental Army's victory at the Battle of Trenton. Established in 1682 and shaped by early Quaker and Scotch-Irish settlers, Upper Makefield holds numerous historic districts and landmarks listed on the National Register of Historic Places, reinforcing its deep colonial heritage and long-standing commitment to preservation.

Scope of Work

UMT expects the selected recruiter to manage the entire process with minimal support from Township staff. While the staff will assist as needed, most of the work shall be conducted by the recruiter.

The recruiter shall be responsible for the following:

- All necessary research about the position and the department to determine the appropriate qualifications and characteristics of the next Police Chief.
- Managing the entire recruitment process including creation of any marketing materials, advertising, and coordination.
- Reviewing all applications and working with UMT to determine which candidates to move forward in the process.
- Coordinating all interviews and providing feedback to both UMT and candidates.
- Guiding UMT through selection of finalists.
- Negotiation with selected candidate within established parameters and finalizing any offer of employment or agreement as approved by UMT.
- Coordinating any background investigations with other vendors

Instructions for Responding to this RFP

All responses shall be submitted electronically as a PDF on or before 6/8/26 at 5 PM, Eastern Time to Township Manager Gregg Schuster at gschuster@uppermakefield.org.

Respondents should include the following in their response:

- Information about yourself/firm including history of recruitments, specifically those for Police Chief and work in Pennsylvania.
- Description of the proposed process and strategy used to attract and recruit candidates.
- Description of the proposed process to review, select, and interview candidates.
- Availability to conduct the search.

- Proposed fee for services. If a flat fee, describe what is included and what is excluded. If an hourly rate, provide an estimate of total cost for this engagement.
- Any warranty for the process in case the recruitment fails or if the selected candidate does not remain employed for an established period of time.

Selection Criteria

The Board of Supervisors shall select the consultant/firm they feel is best to lead the search process and may use any set of criteria they deem appropriate. This is considered a professional service and while cost is a factor, the Board of Supervisors is not obligated to make their selection based solely on cost.

Upon receipt of proposals, the Board of Supervisors may wish to interview some or all of the respondents.

The Board of Supervisors reserves the right to reject any and all proposals.

Questions

Should any prospective respondent have questions about this invitation to propose or need additional information, please email Township Manager Gregg Schuster at gschuster@uppermakefield.org no later than 6/3/26.