

*The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as **SPANISH** translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)390-3700 or (503)856-3412. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.*

A G E N D A

KEIZER CITY COUNCIL WORK SESSION

Monday, August 23, 2021

6:00 p.m.

**Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon 97303**

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

a. American Rescue Plan Act (ARPA) Overview and Discussion

4. ADJOURN

City of Keizer Mission Statement

*Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated,
Efficient, And Least Cost Fashion*



Keizer City Council Work Session

American Rescue Plan Act (ARPA)

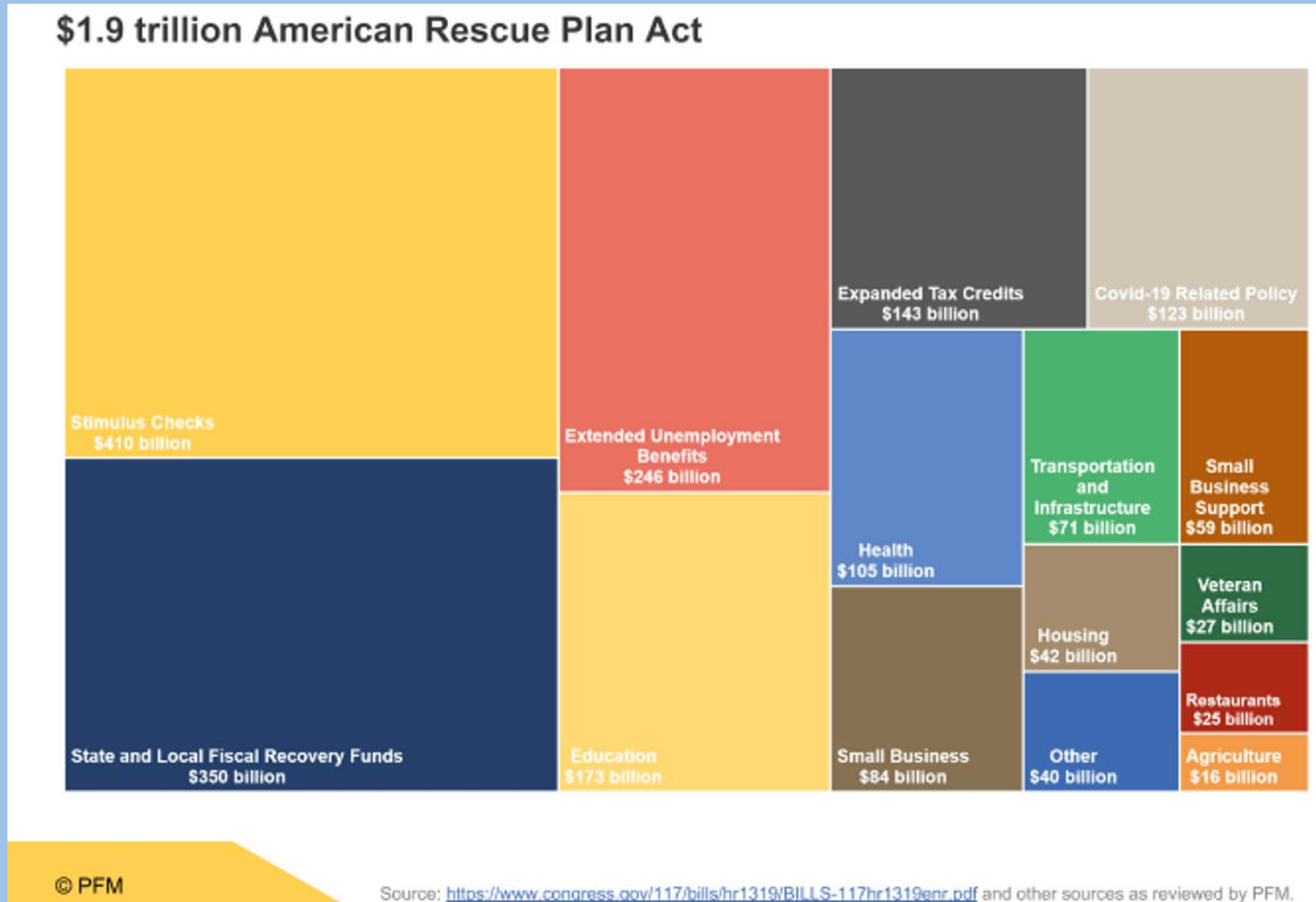
August 23, 2021



City Council Work Session

- American Rescue Plan Act (ARPA) Overview
- Important Deadlines
- Council Considerations and Next Steps
- Potential Projects

American Rescue Plan Act

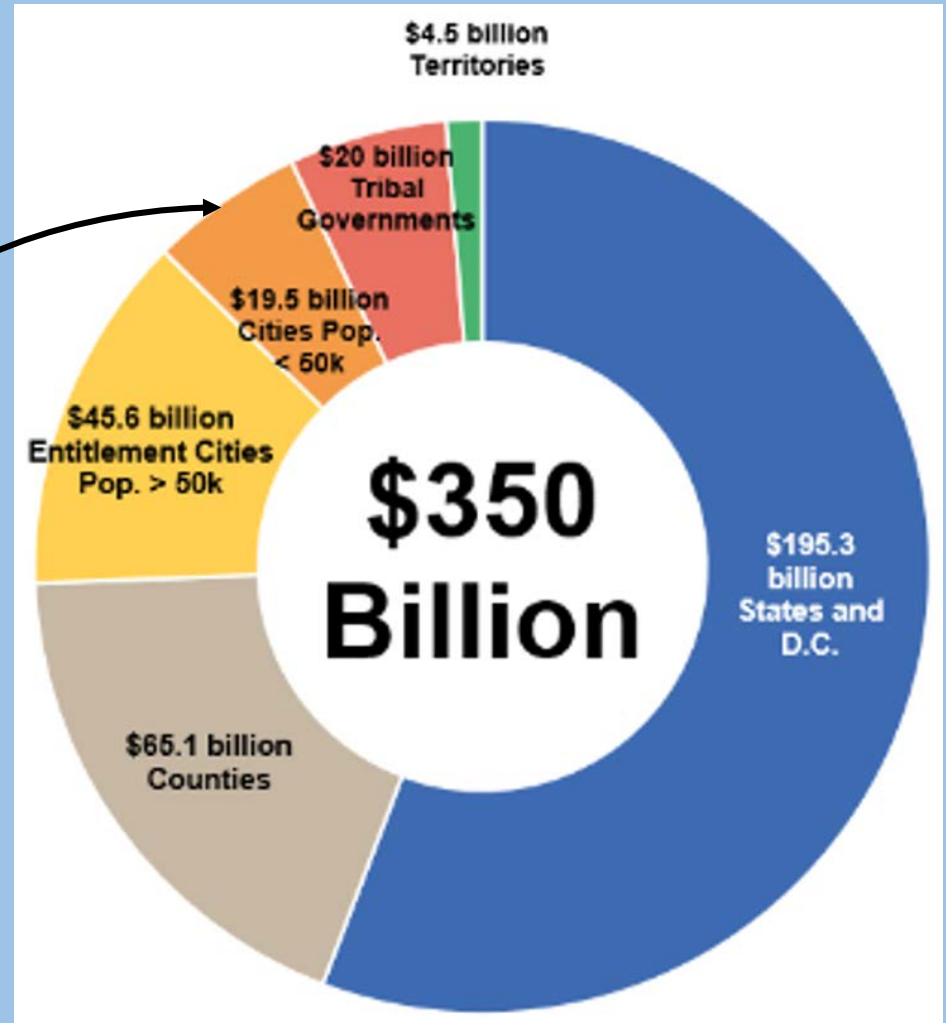


Different Ways Resources will Reach Communities

Direct aid to local, territorial, and Tribal governments	Direct aid to individuals, businesses, organizations	State passthrough (formula and discretionary)
Aid to local government	Stimulus checks	Aid to state government
Emergency rental assistance	Unemployment insurance	K12 education
Homelessness assistance	Child tax credit	Capital projects
	Earned income tax credit	Childcare
	Paycheck Protection Program	State small business credit initiative (SSBCI)
	Housing vouchers and emergency rental assistance	Rent, homeowner, and homelessness assistance
	Community health centers	Mental health and substance abuse
	Transit agencies	

State and Local Fiscal Recovery Funds (SLFRF)

- The City of Keizer's direct allocation is part of the \$350B SLFRF funding component of the overall ARPA package.
- Our jurisdiction type defines some process and reporting requirements.



Regional Impact

State and Local Fiscal Recovery Funds

- Marion County - \$67,559,569
- City of Salem - \$34,127,916
- City of Keizer - \$8,815,890
- City of Woodburn - \$5,832,344
- City of Stayton - \$1,841,407
- City of Turner - \$470,841
- City of Aumsville - \$927,918

Emergency Rental Assistance

- Marion County - \$10,437,591

State and Local Fiscal Recovery Funds (SLFRF)

*The Fiscal Recovery Funds are intended to **provide support** to State, local, and Tribal governments (together, recipients) in **responding to the impact of COVID-19** and in their **efforts to contain COVID-19** on their communities, residents, and businesses.*

The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (CRF).

- Interim Final Rule, Coronavirus SLFRF. Department of Treasury, p. 6

SLFRF Eligible Expenses

Four categories of eligible uses:

- *To **respond to the public health emergency or its negative economic impacts**, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;*
- *To respond to workers performing essential work during the COVID-19 public health emergency by **providing premium pay to eligible workers**;*
- *For the provision of government services to the extent of the **reduction in revenue** due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and*
- *To make necessary **investments in water, sewer, or broadband infrastructure**.*

Section 603(c)(1) of the American Rescue Plan Act

Respond to Public Health Emergency

- Vaccination programs
- Medical expenses
- Testing
- Contact tracing
- PPE purchase
- Enforcement of public health orders
- Public communication efforts
- Enhance healthcare capacity
- Support for prevention, mitigation, or other services in living facilities and schools
- Enhance public health data systems
- Ventilation improvements in key settings

Services to address behavioral healthcare needs

- Mental health treatment
- Substance misuse treatment
- Other behavioral health services
- Hotlines or warmlines
- Crisis intervention
- Services or outreach to promote access to health and social services

Payroll and covered benefits expenses

- For public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response.
- For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response

Address the Negative Impacts

- Delivering assistance to workers and families
- Supporting small businesses
- Speeding the recovery of the tourism, travel and hospitality sectors
- Rebuilding public sector capacity
 - Rehiring public sector staff to pre-pandemic levels
 - Build internal capacity to Implement economic relief programs with:
 - Investment in data analysis
 - Targeted outreach
 - Technology infrastructure, and
 - Impact evaluations

Address the Negative Impacts

- Addressing health disparities and social determinants of health
- Investments in housing and neighborhoods
 - Affordable housing development,
 - Housing vouchers
 - Residential counseling and housing navigation
- Addressing educational disparities
 - Provide additional resources to high-poverty school districts
 - Tutoring or afterschool programs
- Promoting healthy childhood environments
 - High quality childcare
 - Home visit, welfare and foster programs

Replacing Lost Public Sector Revenue

- Entity wide calculation to identify revenue shortfalls
- Based on 4.1% national average for state and local revenue growth
- Cities have a broad latitude for use of funds
- City of Keizer's preliminary revenue replacement estimate is \$1.5 million

Providing Premium Pay for Essential Workers

- Staff at nursing homes, hospitals, and home-care settings
- Workers at farms, food production, grocery stores and restaurants
- Janitors and sanitation
- Public health and safety staff
- Truck drivers, transit staff and warehouse workers
- Childcare workers, educators and school staff
- Social service and human services staff

Ineligible Uses

Funds can't be use to

- Directly or indirectly offset a reduction in net tax revenue
- Make extraordinary contributions to a pension fund for the purposes of reducing an accrued, unfunded liability.
- Fund debt service obligations
- Pay for legal settlements or judgements
- Fund financial reserves

Important Dates

- March 11, 2021 – ARPA signed into law
- July 21, 2021 – State of Oregon began accepting ARPA funding requests
- August 3, 2021 – City of Keizer submits ARPA funding request
- August 2021 – City of Keizer will receive initial \$4,407,945
- August 2022 – City of Keizer will receive final \$4,407,945
- December 31, 2024 – All funds must be committed
- December 31, 2026 – All funds must be expended

Council Considerations and Next Steps

- **Who** to involve in the process:
 - City Council
 - Budget Committee/Long Range Planning Task Force
 - City Staff
- **What** – Project identification and priorities
- **Where** – Local or regional impact?
- **When** – Three budget cycles to commit funds, five to expend them (immediate needs versus strategic opportunities)

Potential Projects

Responding to the public health emergency and negative economic impacts:

- Community business grants
- Utility, rent and mortgage assistance
- Homelessness assistance
- Enhanced air filtration in city buildings
- Upgrades to front counter remodel
- Codification of city ordinances
- Software/hardware upgrades to promote online/remote services

Potential Projects, continued

Revenue Loss:

- Event center revenue replacement for rentals fees and TOT
- Gas tax revenue
- Lost revenue from school district contracts

Premium Pay:

- Bonus/incentive pay for lower wage essential workers

Potential Projects, continued

Water, Sewer and Broadband Infrastructure:

- Meadows pump station
- Waterline main replacement
- Stormwater line replacements
- Regional sewer system improvements (coordinated with the City of Salem)

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A G E N D A

KEIZER CITY SPECIAL CITY COUNCIL MEETING

Monday, August 23, 2021

Immediately Following the Adjournment of the 6:00 p.m. Work Session

Robert L. Simon Council Chambers

930 Chemawa Road NE

Keizer, Oregon 97303

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION

a. Executive Recruitment Process

4. ADJOURN

SPECIAL CITY COUNCIL MEETING: August 23, 2021**AGENDA ITEM NUMBER: _____**

TO: MAYOR CLARK AND COUNCIL MEMBERS

FROM: R. WES HARE, CITY MANAGER

SUBJECT: EXECUTIVE RECRUITMENT PROCESS

It is clear from Monday night's council meeting that there is concern about the process used to recommend a recruitment firm to help the council find Keizer's next city manager. I discussed this concern with Mayor Clark and the city attorney Tuesday, recommending that the council start the process over and have the entire council serve as the reviewers of responses to a new request for proposals (RFP). Mayor Clark, with the concurrence of Councilors Day and Kohler, has asked us to schedule a brief council meeting to follow the August 23rd work session for the purpose of discussing this idea and making a decision about how to proceed.

I strongly believe the council should be united in your support of the search process even though issuing a new RFP will delay the manager search. Councilors may want to think between now and Monday about what you would like to see in a recruitment firm and the criteria you believe should be used to judge them. The starting point for the RFP will be the last one we used, with an understanding that you will have suggestions regarding what needs to be changed. I have attached the last RFP for your convenience.

At this point, we are deferring the questions regarding references, background checks, etc. for The Greg Prothman Company because that is moot if council decides to start over with a new RFP process. If council decides not to do that, we will address those questions at the September 7, 2021 meeting.

RECOMMENDATION:

Review the matter and if acceptable to council, pass a motion to direct staff to begin a new RFP process for an executive search firm. Following adoption of the motion, direct staff with suggested changes to the RFP. Please contact me if you have any questions.

Respectfully Submitted,

Wes

**CITY OF KEIZER
REQUEST FOR PROPOSALS
TO PROVIDE**

Executive Recruitment Services for City Manager

Date Due: **July 9, 2021**
Time Due: **11:00 am**, local time

Submit proposals electronically to:
Tammie Harms at HarmsT@Keizer.org
and
Machell DePina at DePinaM@Keizer.org

ADVERTISEMENT**CITY OF KEIZER
Executive Recruitment Services for City Manager****REQUEST FOR PROPOSALS**

The City of Keizer invites qualified firms to submit proposals to provide an executive search process for City Manager including developing recruitment strategy, advertising, soliciting candidates, screening, selection and pre-hire services based upon the scope of work contained in the Request for Proposal. The intent is to select ONE FIRM to provide services.

Proposals will be received electronically by Tammie Harms at Harmst@keizer.org and Machell DePina, Human Resources Director at DePinaM@keizer.org until July 9, 2021 at 11:00 A.M. local time.

The complete Request for Proposal is located on the City's website and may also be obtained from Tammie Harms, City of Keizer, 930 Chemawa Rd NE, Keizer Oregon 97303, (503) 856-3433 or HarmsT@keizer.org. The Request for Proposal can be found at the City's website <https://www.keizer.org> by clicking on the Bids, Notices & Public Hearings at the bottom of the page.

Questions regarding this solicitation should be directed to Tammie Harms at 503-856-3433.

Published June 18, 2021

SECTION I

BACKGROUND AND SCOPE OF WORK

I. Introduction

I-1A Description of the Scope of Work

The City of Keizer is interested in retaining the services of an experienced, professional executive search firm well connected to the government sector to develop and execute a customized recruitment process for the position of City Manager, the City's Chief Executive Officer. The City of Keizer invites qualified firms to submit proposals to provide the services described in this Request for Proposal (RFP).

The City of Keizer is a dynamic and diverse community and the City employs a diverse workforce and encourages Minority, Women and Emerging Small Business (MWESB) and Veteran firms seeking contracting opportunities.

I-1B Background Information

Keizer is located in northwestern Oregon in Marion County, along the 45th parallel. As of July 1, 2020, its population was 38,585. It is the 14th largest city in Oregon and was incorporated in 1982. Keizer lies inside of the Willamette Valley and is part of the Metropolitan Statistical Area. Keizer shares its southern border with Salem, the state capitol. Keizer is primarily a residential community having a low level of commercial and industrial activity. Most new commercial development is at Keizer Station, near Interstate 5.

In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events. The City has a diverse workforce of 101 FTE and an operating budget of approximately \$48M including a capital project budget of approximately \$8.8M. The City's prior City Manager resigned in April 2021 after serving the City of Keizer for over 20 years. It is the Council's goal to have a new City Manager selected and onboard with the City in early January 2022.

City Departments include City Recorder, Planning, Finance, Human Resources, Legal, Public Works, and Police. Sewer services are provided by the City of Salem and with Willamette Valley Communications Center (WVCC) for 911 services. Fire services are provided by the Keizer Fire District and Marion County Fire District #1.

The City is recognized by International City Managers' Association (ICMA) as a Council-Manager form of government. The governance of the City is vested in the City Council. The Council is composed of a mayor and six elected councilors elected from the city at large. Councilors serve four-year terms and the Mayor

serves a two-year term. The City Manager is appointed by the Council and is responsible for the administration of all city functions. The City Manager is responsible for ensuring that quality services are provided efficiently to Keizer's residents. As the conduit between the City Council and City staff, the City Manager is accountable for delivering on Council's policy directives.

I-1C Statement of the Consultant's Role and Desired Qualifications

Consultant's Role

The City wishes to conduct a nationwide search for a new City Manager and seeks professional assistance with a full scope search process. The Project Scope of Work is described in detail below and includes: facilitation with the City Council on the development and execution of a recruitment and selection process; development of a candidate profile; advertisement of the position; outreach to potential candidates; screening of applications; leading the interview process; finalist background and reference checks.

Consultant's Desired Minimum Qualifications

Proven experience leading search processes for City Managers in similar sized cities and demonstrated success placing upper management and executive management professionals in other local government organizations with particular emphasis in the Pacific Northwest.

I-1D Scope of Work

The City's goal is to provide an open and fair recruitment that will attract a diverse applicant pool of top talent, incorporating the interests of the City's workforce, Keizer community, City elected officials and local government partners into the selection process and guiding the Keizer City Council in the hiring process of the City's next City Manager.

Phase I – Scope of Work

- Work under the direction of the City Council, Interim City Manager and Human Resources Director to create and develop a timeline and recruitment strategy.
- Solicit input from the City Council, City Leadership and Community stakeholders to understand the expectations of the search process and the qualities and attributes of the City's next City Manager. Input from these groups will guide the Council's choice in formulating a customized search process as well as serve to represent advertising, outreach and selection criteria used throughout the search process.
- Prepare a professional recruitment brochure and advertising copy that represents the position, current challenges and opportunities facing the City and a candidate profile that will attract experienced City Manager candidates who will succeed in the role at Keizer.
- Manage and oversee the recruitment process from planning through post hire.

- Advertise the position on a nationwide basis using targeted advertising for City Management and Public Administrators. Actively solicit qualified talent from diverse applicants that meets Keizer's candidate profile and encourage their candidacy for this position. Collect applications throughout the posting period.
- Conduct the initial screening of applicants and provide recommendations to City Council for secondary selection processes.

Phase II – Scope of Work

- Develop assessment tools, interview questions and a rating/selection method for Council to use to select candidates to proceed to final selection processes.
- Schedule interviews, including set up and confirmation with candidates.
- Facilitate any travel logistics or remote interviewing processes.
- Prepare all correspondence to applicants.
- Facilitate selection

Phase III – Scope of Work

- Conduct a thorough background investigation on the finalist(s) under hiring consideration including reference checks, criminal history, media discovery and academic verifications.
- Facilitate candidate employment agreement negotiations, if requested by the Council.
- Notify all candidates of decision.

SECTION II PROPOSAL PROCESS

II-1 Schedule of RFP

The City anticipates the following general timeline for receiving and evaluating proposals and selecting a consultant. The timeline listed below may be changed if it is in the City's best interest to do so.

RFP Advertised	June 18, 2021
Date to Submit Changes or Solicitation Protests	June 25, 2021
Last Date for Addenda	July 7, 2021
Proposal Due	July 9, 2021
Evaluate Proposals	July 12 to July 16, 2021
Selection of Finalists to be interviewed	July 19, 2021
Interviews*	week of July 26, 2021
Notice of Intent to Award	August 2, 2021
Protest Period Ends	August 9, 2021
Contract Awarded by CITY COUNCIL	August 16, 2021
Commencement of Services	August 18, 2021
Complete Project	when new City Manager is onboard or February 1, 2022, whichever is earlier

*The need for interviews will be determined by the City.

II-2 Pre-proposal Conference

Not required for this project.

II-3 Proposal Due Date

The proposal must be delivered electronically to both Tammie Harms at Harmst@keizer.org and Machell DePina, Human Resources Director at DePinaM@keizer.org no later than **July 9, 2021** at 11:00 AM local time. Proposals received after the specified date and time will not be given further consideration. Proposers are urged to submit prior to that date/time in case there are problems with the electronic transmittal. The City is not responsible for any delays or failure of any type, including with the City's email system. A confirmation reply will be sent to proposer. The body of the email shall plainly identify: (1) the project name, (2) the proposal due date and time, and (3) the proposer's name. Proposer shall be responsible for calling Tammie Harms at 503-856-3433 to confirm the City has received the proposal if no confirmation Reply is received.

Proposals must be clearly marked with the above information.

II-4 Proposal Opening Date.

The City will not publicly open or read proposals aloud.

II-5 Solicitation Protest

A person may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification or contract term no later than the date listed in the RFP schedule. No protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the City. The City shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. No protest or request for change will be considered if received after the deadline. No oral or telephone protests or requests for change will be accepted. The protest must be addressed to the City Manager and submitted to the following email address:

Harmst@keizer.org

II-6 Official Contacts

Questions regarding the scope of services must be directed to:

Machell DePina
 Director of Human Resources
 City of Keizer
 930 Chemawa Rd NE,
 Keizer Oregon 97303
 (503) 856-3417
 E-Mail: DePinaM@keizer.org

Proposers with questions regarding the RFP process may contact Tammie Harms at 503-856-3433 or HarmsT@keizer.org.

SECTION III PROPOSAL FORM AND CONTENT

III-1 General Information

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

Provide one email with two separate files. One file should contain a PDF of the complete proposal without a reference to the cost, and the other file should contain only the cost proposal. The proposal shall not exceed **ten (10)** pages (not including addenda) in length; consecutively number all pages of the proposal. Organize the proposal in accordance with Section III-2 through III-8.

All addenda of this RFP should be submitted as part of the Proposal. Receipt of each addendum shall be acknowledged by the proposer by signing in the appropriate designated location. Each proposer should ascertain, prior to submitting a proposal, that the proposer has received all addendum issued by the City of Keizer. Addenda are posted on the City of Keizer's website.

III-2 Letter of Transmittal

All proposals must include a cover letter addressed to the City's Human Resources Director and signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost schedule. The cover letter must include the name, address, email address and telephone number of the proposer and the name, title, address, email address and telephone number, of the person authorized to represent the proposer and to whom the City should direct correspondence.

III-3 Project Understanding

The proposer shall include a detailed statement to demonstrate its understanding of the project, including but not limited to:

- The City's goals in pursuing the project.
- The role of the proposer.
- Key project milestones, which are most important, and the ramifications of missing milestones.
- The key deliverables required by the project.

III-4 Qualifications

Proposals shall demonstrate the qualifications and experience of the personnel who will work directly with the City rather than describing the general experience and qualifications of the firm. The City will not consider promotional literature of a general nature. The focus should be on recent experience within the last **five (5)** years that is relevant to the scope of work outlined in this RFP. Include the following information:

Qualifications of the Firm

- a. Describe the firm's capabilities and experience.
- b. List firm experience working with similar recruitments.
- c. Describe firm's experience performing outreach and recruitment to produce a high caliber candidate pool that is representative of the community of Keizer and its workforce, one that is diverse in gender, racial, ethnic and cultural backgrounds, spoken languages and economic composition.

Project Manager Qualifications

- a. The project manager is the person who will be assigned by the proposer to provide day-to-day management of this project.
- b. List the qualifications of the project manager who will work on this project. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience performing executive recruitment searches for City Manager and other high-level public sector recruitments.
- c. Describe the experience of the project manager, particularly similar projects with government entities. Identify the project manager's specific role in relevant projects; do not include projects where the project manager had a minor or no active role.
- d. Provide three (3) client references who have worked with the project manager.
- e. If submitting a resume, only include project experience relevant to the scope of work outlined in this RFP.

Key Personnel Qualifications

- a. Provide information about the qualifications and experience of key personnel that support the Project Manager and the executive search process.
- b. Describe the relationship of the project manager working with the key personnel in terms of roles and duties.

Subcontractor Qualification

If a subcontractor will be used in this project:

- a. Provide information about the qualifications and experience of any subcontractor(s).
- b. Describe the relationship of the project manager and key personnel working with the subcontractor(s) in terms of roles and duties.

III-5 Project Approach and Schedule.

The proposer shall include a detailed statement of its approach to the project and schedule. Include the following information:

- a. A detailed explanation of proposer's approach to the work, the techniques the proposer expects to use, and the use of key personnel. This should include an explanation of suggested modifications (if any) of the work items and scope of work presented in this RFP.
- b. Describe how proposer would use City personnel, if at all, to assist during the project and indicate the approximate time requirement.
- c. Describe the projected workload of the project manager, key personnel and subcontractors and demonstrate their availability to timely provide the services requested in this RFP.
- d. Outline a work plan and related time schedule for each significant segment of the work.
- e. Describe how proposer has approached candidate evaluations and interviews during the restrictions of the current COVID-19 pandemic.
- f. Describe how the firm approaches collecting feedback from key stakeholders prior to recruitment (including, but not limited to City Councilors, City leadership, Neighborhood Associations, Educational partners, Business and Industry, Social Justice, Civic Organizations, Faith Communities and other community organizations).
- g. Provide any additional information about proposer's project approach that would be beneficial to the selection committee.

III-6 Additional Information

Provide any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project. Use this section to address those aspects of your services that distinguish your firm from other firms.

If there is no additional information to present, state, "There is no additional information we wish to present."

III-7 Cost Schedule

The proposer's cost schedule shall be submitted with the proposal, but in a separate electronic file. The cost schedule will not be reviewed by the evaluation committee until after the initial ranking of all proposals.

All costs are to be contained in this section. For each project element, include a cost and state a grand total for all project elements. This section shall also include payment terms required for services rendered.

The cost schedule shall include:

1. Proposer's total professional fee for the requested work and a detailed breakdown of fees to perform any special requests, customizations or broadening of the scope of work beyond what is described in the RFP.
2. An estimate of potential expenses that are not covered in the professional fee and which the City is expected to reimburse to the proposer.

III-8 Certification Statement

All proposals must contain a signed certification statement (see Section VI).

SECTION IV EVALUATION / SELECTION OF PROPOSALS

IV-1 Clarifications

The City reserves the right to seek written clarification of each proposal submitted. The City also reserves the right to require other evidence of minimum qualifications, technical, managerial, financial, or other abilities prior to selection and to request a Best and Final Offer (BAFO) from the one or more of the top-ranked firms.

IV-2 Evaluation Criteria

The City will make a selection based on the evaluation of the written proposals and, if necessary, interviews. The City may elect to interview all proposers or only the highest ranked proposer(s). The City reserves the right to make a selection based only on the evaluation of the written proposals. Written proposals and interviews will be evaluated based on the following criteria:

1. Project Understanding – 10%
2. Qualifications – 40%
3. Project Approach and Schedule – 40%
4. Cost Schedule - 10%

5. Interview (Communication Skills / Accessibility) – See below

Scoring will be completed covering all areas listed in No. 1 to 4 above in the evaluation criteria. Proposals must provide a concise description of the proposer's ability to satisfy the requirements of the RFP with emphasis on completeness and clarity of content. All scores for each proposer shall be added together to arrive at a final score for each proposer. Proposals will then be ranked in descending order by the total proposal score. Interview scoring, if any, will be added together with the evaluation criteria scoring to arrive at a new final score for each proposer interviewed.

IV-3 Method of Selection

The Selection Review Committee will be comprised of at least five members. The selection committee shall be comprised of the Mayor, Finance Director and Human Resources Director. The City reserves the right to change the make-up of the committee depending on the availability of the proposed members. The role of the selection committee is to evaluate the proposals submitted and make a recommendation of award. A selection committee will evaluate each submitted written proposal and each interview, when applicable, to determine the responsible proposer whose proposal is the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP. The City will award the contract to the highest ranked responsive proposer.

IV-4 Single or Multiple Contracts

One firm will be selected to provide all services.

IV-5 Notice of Intent to Award

Responsive proposers to this RFP will be notified of the selection committee's recommendation and the City's intent to award a contract on the date indicated in the RFP schedule, but in any event not less than seven (7) days prior to award of the contract.

IV-6 Selection Protest

Proposers who disagree with the City's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be addressed to the City Manager and submitted to the following email address:

Harmst@keizer.org

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were non-responsive or the proposer was not responsible. A written decision will be sent to the protester. The City shall not consider a proposer's contract award protest submitted after the above timeline.

IV-7 Agreement

A sample contract that the City expects only the successful proposer to execute is included as Section VII-1. The City reserves the right to negotiate a final contract that is in the best interest of the City.

The contract will define the extent of services to be rendered, method and amount of compensation. The contract will be negotiated with the number one ranked proposer for the project. If an agreement is not reached, negotiations will be terminated. Negotiations will then begin with the selection committee's second choice for the project.

When an agreement is reached, a contract for the work will be prepared and executed upon Council approval.

IV-8 Term.

The contract term will end when the new City Manager is onboard with the City or February 1, 2022, whichever is sooner.

IV-9 Compensation.

The final contract will be negotiated based on a lump sum not to exceed price.

SECTION V GENERAL INFORMATION

V-1 Compliance with the Rules

Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Personal services contracting in the City of Keizer shall be subject to state public contracting laws except as otherwise provided in the City of Keizer Ordinance 2005-519. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

V-2 Proposal Withdrawal

Any proposal may be withdrawn at any time before the proposal due date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the

request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

V-3 Addenda

The City of Keizer reserves the right to make changes to the RFP by written addendum, which shall be posted on the City of Keizer website. A prospective proposer may request a change in the RFP by submitting a written request to the email address set forth above. The request must specify the provision of the RFP in question and contain an explanation for the requested change. All requests for changes or additional information must be submitted to the City of Keizer no later than the date set in the RFP schedule.

The City of Keizer will evaluate any request submitted but reserves the right to determine whether to accept the requested change. If in the City Manager's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an addendum as stated above. Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City of Keizer managers, employees, or agents to the prospective Proposers shall not bind the City of Keizer.

1. All addenda, clarification, and interpretations will be posted on the City of Keizer's website at: www.keizer.org.

2. No addenda will be issued later than the date set in the RFP schedule, except an addendum, if necessary, postponing the date for receipt of proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarifications, or revisions of proposals leading to obtaining best offers or best and final offers.

3. Each proposer shall ascertain, prior to submitting a proposal, that the proposer has received all addenda issued, and receipt of each addendum shall be acknowledged in the appropriate location on each addendum and included with the Proposal submitted.

V-4 Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals

The City may cancel, delay, or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if in the best interest of the City as determined by the City.

V-5 Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

V-6 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

V-7 Ownership of Documents

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

V-8 Confidentiality of Information

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential by the proposer. Any oral or written disclosure to unauthorized individuals is prohibited.

V-9 Public Record

All proposals and information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.311 et seq.), except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.345(2) and ORS 192.355(4). Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to the official contact.

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

V-10 Equal Opportunity Policy For Consultants

By submitting a proposal, the proposer agrees to comply with all applicable local, state and federal law, including but not limited to the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS).

Keizer encourages the participation of Target Businesses. These businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging

Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Proposers may not discriminate in the award of a subcontract because the subcontractor is a minority, women or emerging small business enterprise (MWESB) certified under ORS 200.055. By submitting a proposal, the proposer specifically certifies, under penalty of perjury, that the proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

V-11 Minimum Qualifications

The firm and all applicable personnel must be legally qualified in the State of Oregon (i.e. be appropriately licensed or certified) to practice the work proposed to be performed.

V-12 Insurance Requirements

Consultant shall obtain and at all times maintain in force at Consultant's expense during the term of the project and until City's final acceptance of all Work performed for the project, the insurance noted below:

1. A policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each occurrence for Bodily Injury and Property Damage. The insurance required shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage;
 - Automobile Liability.

Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:

- Name as additional insured "the City of Keizer, its officers, agents and employees" with respect to claims arising out of Provider's Work under the Agreement;
- Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
- Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
- Consultant shall immediately notify the City of any change in insurance coverage;
- Consultant shall supply an endorsement naming the City, its officers, employees and agents as additional insureds within ten (10) days of the Effective Date of the Agreement; and
- Be evidenced by a certificate or certificates of such insurance approved by the City.

2. Consultant shall carry Errors and Omissions (professional liability) insurance coverage with combined single limits of not less than \$1,000,000 (one million dollars) from an insurer authorized to transact business in the State of Oregon. Consultant shall furnish evidence of such coverage through a certificate of insurance in a form acceptable to the City.

3. All subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.General Liability.

SECTION VI

VI-1 CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date or any revised proposal submission date, whichever is later, and will become part of the contract that is negotiated with the City.
- C. The proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women, or emerging small business enterprise.
- D. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Proposer's Signature

Date

Print Name

Title

Proposer's Federal Taxpayer Identification number: _____

This certification statement must be signed and submitted with the proposal.

SECTION VII

VII-1 Sample Contract Form (draft for review only) is a separate document accompanying the RFP.

PERSONAL SERVICES AGREEMENT

This Agreement is made between:

THE CITY OF KEIZER, an Oregon municipal corporation, ("City")

and

_____, ("Provider")

for

"Executive Recruitment Services for City Manager"

1. PROVIDER'S OBLIGATIONS

- 1.1 Provide executive recruitment services for City Manager as set forth in the "Supporting Documents" which are attached hereto, and by this reference incorporated herein. Provider expressly acknowledges that time is of the essence of any completion date set forth in the SUPPORTING DOCUMENTS, and that no waiver or extension of such deadline may be authorized except in the same manner as herein provided for authority to exceed the maximum compensation. These tasks and services defined and described in the "SUPPORTING DOCUMENTS" shall hereinafter be referred to as the "Work."
- 1.2 Provider shall obtain and maintain during the term of this Agreement and until City's final acceptance of all Work performed hereunder, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each occurrence for Bodily Injury and Property Damage.
 - 1.2.1 The insurance required in this Article shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage;
 - Automobile Liability.
 - 1.2.2 Each policy of such insurance shall be on an "occurrence" and not a "claims made" form, and shall:

- Name as additional insured "the City of Keizer, its officers, agents and employees" with respect to claims arising out of Provider's Work under this Agreement;
 - Apply to each named and additional named insured as though a separate policy had been issued to each, provided that the policy limits shall not be increased thereby;
 - Apply as primary coverage for each additional named insured except to the extent that two or more such policies are intended to "layer" coverage and, taken together, they provide total coverage from the first dollar of liability;
 - Provider shall immediately notify the City of any change in insurance coverage;
 - Provider shall supply an endorsement naming the City, its officers, employees and agents as additional insureds within ten (10) days of the Effective Date of this Agreement; and
 - Be evidenced by a certificate or certificates of such insurance approved by the City.
- 1.3 Provider shall carry Errors and Omissions (professional liability) insurance coverage with combined single limits of not less than \$1,000,000 (one million dollars) from an insurer authorized to transact business in the State of Oregon. Provider shall furnish evidence of such coverage through a certificate of insurance in a form acceptable to the City.
- 1.4 All subject employers working under this contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
- 1.5 Provider agrees to comply with all applicable local, state and federal law, including but not limited to the Fair Labor Standard Act, Title VII of the Civil Rights Act of 1964, Executive Order 11246 (as amended), Fair Employment Practices, Equal Employment Opportunity Act, Section 503 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act; Age Discrimination in Employment Act of 1967 (ADEA); and Oregon Revised Statutes (ORS).

Keizer encourages the participation of Target Businesses. These businesses are defined as Disadvantaged, Minority-Owned, Women-Owned, and Emerging Small Businesses (DMWESB) certified by the State of Oregon (OMWESB), and businesses certified as Small Disadvantaged Businesses by the Small Business Administration. Provider may not discriminate in the award of a subcontract because the subcontractor is a

minority, women or emerging small business enterprise (MWESB) certified under ORS 200.055. Provider specifically certifies, under penalty of perjury, that the Provider has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

2. CITY'S OBLIGATIONS

- 2.1 City shall pay Provider the sum of \$_____ (_____), as provided herein as full compensation for Provider's performance of the Work as specified in the SUPPORTING DOCUMENTS. This sum shall be paid as follows:
 - 2.1.1 One-half within (15) days of completion of Phase 1 Scope of Work.
 - 2.1.2 One-half within (15) days of full execution of new City Manager employment contract.
- 2.2 In no event shall Provider's total of all compensation under this Agreement exceed the sum of \$_____ (_____) without the express, written approval from the City official whose signature appears below, or such official's successor in office. Provider expressly acknowledges that no other person has authority to order or authorize any work exceeding this maximum sum, and that any authorization from the responsible official must be in writing. Provider further acknowledges that any work done or expenses incurred without authorization as provided herein is done at Provider's own risk and as a volunteer without expectation of compensation or reimbursement.

3. GENERAL PROVISIONS

- 3.1 This is a non-exclusive Agreement. Provider is obligated to provide service at the rates set forth above during the term of this Agreement unless Provider is unavailable because of prior commitment. City is not obligated to assign any amount of work to Provider and is free to engage the similar services of other providers in its sole discretion.
- 3.2 Provider is an independent contractor and not an employee or agent of the City for any purpose.
- 3.3 Provider is not entitled to, and expressly waives all claims to City benefits such as health and disability insurance, paid leave, and retirement.
- 3.4 Provider shall not assign, subcontract or sublet any interest in this Agreement; it being understood that Provider's services are personal and

Provider was chosen on the basis of the quality and suitability of those personal services.

- 3.5 This Agreement embodies the full and complete understanding of the parties respecting the subject matter hereof. It supersedes all prior agreements, negotiations, and representations between the parties, whether written or oral.
- 3.6 This Agreement may be amended only by written instrument executed with the same formalities as this Agreement.
- 3.7 The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.225, 279B.230 and 279B.235.
- 3.8 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the District of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate this choice of venue.
- 3.9 Provider shall defend, save, hold harmless and indemnify the City and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Provider or its officers, employees, contractors, or agents under this Agreement.
- 3.10 Neither party to this Agreement shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's officers, employees or agents.
- 3.11 If any provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permitted the intent of Provider and the City set forth in this Agreement.

- 3.12 Should any legal proceeding be commenced between the parties to this Agreement seeking to enforce any of its provisions, including, but not limited to, payment provisions, the prevailing party in such proceeding shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for attorneys' and expert witnesses' fees, which shall be determined by the court or forum in such proceeding. For purposes of this provision, "prevailing party" shall include a party that dismisses an action for recovery hereunder in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.

4. OWNERSHIP OF WORK PRODUCT AND INTELLECTUAL PROPERTY

- 4.1 All Work product produced in furtherance of this Agreement belongs to the City and any copyright, patent, trademark proprietary or any other protected intellectual property right shall vest in and is hereby assigned to the City. Provider retains no right, ownership or title in any copyright, patent, trademark, proprietary or any other protected intellectual property right resulting from the Work under this Agreement.

5. SUPPORTING DOCUMENTS

- 5.1 The following documents may, by this reference, be expressly incorporated in this Agreement, and are collectively referred to in this Agreement as the "SUPPORTING DOCUMENTS:"
- The Provider's complete, written Proposal to Provide Executive Recruitment Services for the City of Keizer submitted by _____.
 - The Request for Proposals (RFP) to Provide Executive Recruitment Services for City Manager.
- 5.2 This Agreement and the SUPPORTING DOCUMENTS shall be construed to be mutually complimentary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the following descending order of precedence shall control:
- 5.2.1 The provisions of this Agreement.
 - 5.2.2 The provisions of the Request for Proposals.
 - 5.2.3 The Proposal.

6. REMEDIES

- 6.1 In the event Provider is in default of this Agreement, City may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to:
 - 6.1.1 termination of this Agreement;
 - 6.1.2 withholding all monies due for Work and Work Products that Provider has failed to deliver within any scheduled completion dates or has performed inadequately or defectively;
 - 6.1.3 initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief;
 - 6.1.4 exercise of its right of setoff.
 - 6.1.5 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

- 6.2 In the event City terminates the Agreement, or in the event City is in default, Provider's sole monetary remedy shall be:
 - 6.2.1 with respect to services compensable on an hourly basis, a claim for unpaid invoices, hours worked within any limits set forth in this Agreement but not yet billed, authorized expenses incurred and interest of two-thirds of one percent per month, but not more than eight percent per annum, and
 - 6.2.2 with respect to deliverable-based Work, a claim for the sum designated for completing the deliverable multiplied by the percentage of Work completed and accepted by City, less previous amounts paid and any claim(s) that City has against Provider.
 - 6.2.3 In no event shall City be liable to Provider for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Provider exceed the amount due, Provider shall pay immediately any excess to City upon written demand provided.

7. TERM AND TERMINATION

- 7.1 Term
 - 7.1.1 Unless sooner terminated as provided in Subsection 7.2, this Agreement shall be effective from the date of execution on behalf of the City as set forth below (the "Effective Date"), until a new city Manager is onboard with the City or February 1, 2022, whichever is earlier.

7.2 Termination

- 7.2.1 The City and Provider may terminate this Agreement by mutual agreement at any time.
- 7.2.2 The City may, upon not less than 15 (fifteen) days' prior written notice, terminate this Agreement for any reason deemed appropriate in its sole discretion.
- 7.2.3 Either party may terminate this Agreement, with cause, by not less than 14 (fourteen) days' prior written notice if the cause is not cured within that 14-day period after written notice is given. Such termination is in addition to and not in lieu of any other remedy at law or equity.

8. NOTICE

- 8.1 Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid at the address set forth below:

If to the City:
 City of Keizer
 Attn: Human Resources Director
 930 Chemawa Road NE
 PO Box 21000
 Keizer, OR 97307

With a copy to:
 City of Keizer
 Attn: City Attorney
 930 Chemawa Road NE
 PO Box 21000
 Keizer, OR 97307

If to Provider:

 Attn: _____

9. WAIVER OF BREACH

- 9.1 One or more waivers or failures to object by either party to the other's breach of any provision, term, condition, or covenant contained in this Agreement shall not be construed as a waiver of any subsequent breach, whether or not of the same nature.

10. ELECTRONIC TRANSMISSION

- 10.1 Facsimile or electronic transmission of any signed original document, and retransmission of any signed facsimile or electronic transmission, shall be the same as delivery of an original. At the request of either party, the parties shall confirm facsimile or electronic transmitted signatures by signing an original document.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in their respective names by their duly authorized representatives as of the dates set forth below.

CITY OF KEIZER

By:_____

By:_____

Date:_____

Date:_____

Directory of EXECUTIVE SEARCH FIRMS

The executive search firms in this directory are listed alphabetically by name with this information: website, address, contact email address, phone number, and areas served in the United States. To change your listing or request an addition, contact advertising@icma.org. (Note that all of this information may not have been provided by each organization.)

Affion Public
affionpublic.com
2120 Market Street,
Suite 100
Camp Hill, Pennsylvania
17011-4709
info@affionpublic.com
888-321-4922
Nationwide

**Alliance Resource
Consulting, LLC**
alliancerc.com
1 Centerpointe Drive,
Suite 440
La Palma, California 90623
info@alliancerc.com
562-901-0769
California, Florida,
Washington, Nationwide

Avery Associates
averyassoc.net
3 1/2 N Santa Cruz Avenue,
Suite A
Los Gatos, California 95030-
5916
jobs@averyassoc.net
408-399-4424
California

**Baker Tilly Public Sector
Executive Recruitment**
(Now joined with Springsted and
Umbaugh)
380 Jackson Street, Suite 300
Saint Paul, Minnesota
55101-4705
information@waters-company.com
214-466-2436
Nationwide

Bob Murray & Associates
bobmurrayassoc.com
1544 Eureka Road, Suite 280
Roseville, California
95661-3093
bmurray@bobmurrayassoc.com
916-784-9080
California, Florida

Careers in Government
careersingovernment.com
1345 S Sierra Bonita
Los Angeles, California 90019
310-403-8022
Nationwide

Chris Hartung Consulting, LLC
chcpubliosectorsolutions.com
2000 E Lamar Suite 600
Arlington, TX 76006
chris@chcpubliosectorsolutions.com
817-715-9693
Texas, Oklahoma, and
New Mexico

Colin Baenziger & Associates
cb-asso.com
2055 S Atlantic Avenue,
Suite 504
Daytona Beach Shores, Florida
32118-5024
colin@cb-asso.com
561-707-3537
Nationwide

CPS HR Consulting
cpshr.us/executive-search/
recruitment-staff
2450 Del Paso Road, Suite 220
Sacramento, California
resumes@cpshr.us
916-263-1401
California, Colorado, and Texas

DDA Human Resources, Inc.
ddahumanresources.com
5029 Upton Avenue S
Minneapolis, Minnesota
55410-2244
Gary@DavidDrown.com
612-920-3320
Minnesota

**Eaton Peabody
Consulting Group**
eatonpeabody.com/consulting
77 Sewall Street, Suite 3000
Augusta, Maine 04330-6334
207-622-3747
Maine

Edward J. Collins, Jr.
Center for Public Management
umb.edu/cpm
100 William T Morrissey
Boulevard
Boston, Massachusetts
02125-3393
collins.center@umb.edu
617-287-4824
Massachusetts

GovHR USA
govhrusa.com
630 Dundee Road, Suite 130
Northbrook, Illinois
60062-2749
info@govhrusa.com
847-380-3240
Nationwide

HC Smith, Ltd
hcsmith.com
24000 Mercantile Road, Suite
7
Beachwood, Ohio
44122-5964
hcsmith@hcsmith.com
216-752-9966
Nationwide

HueLife, LLC
hue.life
5775 Wayzata Boulevard,
#700
St. Louis Park, Minnesota
55416
info@hue.life
651-204-0441
Minnesota

JDGray Group, LLC
jdgraygroup.com
11625 Custer Road,
Suite 110-281
Frisco, Texas 75035
info@jdgraygroup.com
972-885-6472
Nationwide

**Jersey Professional
Management**
hjerseyprofessionalmgmt.com
23 North Avenue E
Cranford, New Jersey
07016-2196
info@jerseyprofessionalmgmt.com
908-276-2777
New Jersey

**Kansas League Executive/
Administrative Position Search
(LEAPS)**
lkm.org/page/LEAPS
300 SW 8th Avenue
Topeka, Kansas 66603-3951
info@lkm.org
785-354-9565

The Lee Group
theleegroup.com
11838 Rock Landing Drive,
Suite 150
Newport News, Virginia
23606-4232
757-873-0792
Virginia

Management Partners, Inc.
managementpartners.com
1730 Madison Road
Cincinnati, Ohio 45206-1865
2107 North First Street, #470
San Jose, CA 95131
atrimpe@management
partners.com
513-861-5400
Nationwide

Mathis Group
mathisgroup.net
11660 Church Street, #714
Rancho Cucamonga, California
91730-8917
Dr.Bill@MathisGroup.net
909-322-9045
California

**McGrath Consulting
Group, Inc.**
mcgrathconsulting.com
P.O. Box 190
Wonder Lake, Illinois
60097-0190
info@mcgrathconsulting.com
815-728-9111
Nationwide

The Mercer Group, Inc.
mercergroupinc.com
Corporate Offices: 5579B
Chamblee Dunwoody Road,
#511
Atlanta, Georgia 30338
Executive Offices: 1000
Cordova Place, #726
Santa Fe, New Mexico 87505
merc@mindspring.com
505-466-9500
Nationwide from 21 offices

Municipal Resources, Inc.
mrigov.com
120 Daniel Webster Highway
Meredith, New Hampshire
03253
all@mrigov.com
866-501-0352
New England

**Murphy, Symonds, &
Stowell Search**
msssearch.com
1001 SW 5th Avenue,
Suite 1100
Portland, Oregon
97204-1127
503-244-2126
Oregon

Municipal Solutions LLC
municipalsolutions.org
845 S. Estrella Parkway,
#5038
Goodyear, Arizona 85338
888-545-7333 (U.S.); s39 327
938 6493 (International)
Canada, Europe, United States

The Novak Consulting Group
thenovakconsultinggroup.com
26 E Hollister Street
Cincinnati, Ohio 45219-1704
info@thenovakconsulting
group.com
513-221-0500
Nationwide

Odgers Berndtson
odgersberndtson.com
Royal Bank Plaza
200 Bay Street
Toronto, Ontario M5J 2J3
Canada
toronto@odgersberndtson
.com
416-366-1990
Canada

Peckham & McKenney, Inc.
peckhamandmckenney.com
300 Harding Boulevard, Suite
203D
Roseville, California 95678
866-912-1919 Toll Free
bobb@peckhamand
mckenney.com
*All U.S. offices in Northern and
Southern California, Colorado,
and Texas*

Prothman
prothman.com;
prothman-jobboard.com
371 NE Gilman Boulevard,
Suite 310
Issaquah, Washington
98027-2901
info@prothman.com
206-368-0050
Nationwide

**Public Administration
Associates, LLC**
public-administration.com
P.O. Box 282
Oshkosh, Wisconsin
54903-0282
920-235-0279
*Indiana, Iowa, Michigan,
Minnesota, Wisconsin*

Ralph Andersen & Associates
ralphandersen.com
5800 Stanford Ranch Road,
Suite 410
Rocklin, California 95765
Info@ralphandersen.com
916-630-4900
National

Randi Frank Consulting, LLC
www.randifrank.com
7700 Hoover Way
Louisville, KY 40219
randi@randifrank.com
203-213-3722
Nationwide

**Resource Management &
Acquisitions**
rmasearchfirm.com
government@rmasearchfirm.
com
888-646-2607
*Asia, Canada, Europe,
United States*

**RJA Management
Services, Inc.**
rjamanagement.com
2719 South Mayflower
Avenue, Suite A
Arcadia, California 91006
rgarcia@rjamanagement.com
626-447-3318
California

**Roberts Consulting
Group, Inc.**
robertsrcg.com
P.O. Box 1127
Rancho Mirage, California
92270-1127
robertsrcg@msn.com
424-522-2251
California

**S. Renée Narloch &
Associates**
srnsearch.com
2910 Kerry Forest Parkway,
D4-242
Tallahassee, Florida 32309
info@srnsearch.com
850-391-0000
Nationwide

**Slavin Management
Consultants**
slavinweb.com
3040 Holcomb Bridge Road,
Suite A1
Norcross, Georgia 30071
info@slavinmanagement
consultants.com
770-449-4656
Nationwide

Spencer Stuart
spencerstuart.com
13355 Noel Road,
Suite 1200
Dallas, Texas 75240
214-672-5200
Nationwide

**Strategic Government
Resources**
governmentresource.com
P.O. Box 1642
Keller, Texas 76244-1642
CourtneyWare
@GovernmentResource.com
817-337-8581
Florida

Teri Black & Company, LLC
tbcrecruiting.com
3510 Torrance Boulevard,
Suite 209
Torrance, California
90503-4829
info@tbcrecruiting.com
424-296-3111
Western United States

Waldron
waldronhr.com
101 Stewart Street,
Suite 1200
Seattle, Washington
98101-2449
info@waldronhr.com
206-441-4144
*Arizona, California, Oregon,
Washington*

WBCP Inc.
WBCPinc.com
698 Lynn LN
Central Point, OR 97502
wend@wbcpinc.com
866-929-9227
Nationwide

*ICMA maintains this
list of executive search
firms that know the
local government
management profes-
sion. This list is for your
convenience but it
is not an endorsement
of any firm.*

From ICMA's Recruitment Guidelines for Selecting a Local Government Administrator

The governing body can retain an outside party to conduct the recruitment. In some cases the interim or a retired administrator may be asked to coordinate the recruitment process. More often, however, the governing body will contract with a firm that specializes in providing executive search assistance. When using an executive search firm, the governing body plays an active role in the process. It develops the administrator profile, approves the selection of the applicants, interviews the candidates, and, of course, makes the final selection. The benefit of using an executive search firm is the expertise that the firm brings to the process and its ability to coordinate the recruitment. Typically the executive search firm begins by meeting with the elected officials either individually or as a group to help them develop the administrator profile. It is the firm's responsibility to facilitate these discussions and help the governing body reach a consensus. After this matter has been settled, the firm coordinates the overall process and assumes responsibility for all tasks until it is time for the elected body to select and interview candidates. During this process, the firm updates the governing body, keeping the members informed of its progress. As the firm will be responsible for all the administrative details, the role of the staff is usually limited to providing information about the local government and coordinating with the firm. Governing bodies that use an outside service should ensure that a reputable firm, one familiar with the special requirements of local government management, is selected. The experience of the firm should be checked through contact with references— in particular, representatives of local governments that have used its services. Further, the governing body should be fully aware of the costs and benefits when deciding whether to use outside expertise.