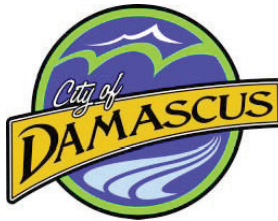


CITY OF DAMASCUS MANAGEMENT LEVEL RECRUITMENTS



REQUEST FOR PROPOSALS FOR PROFESSIONAL RECRUITMENT CONSULTING SERVICES

PROPOSAL TITLE: City of Damascus Management Recruitments
DUE DATE AND TIME: 4:00 PM, Monday, February 13, 2012

INTRODUCTION

The City of Damascus is soliciting proposals from qualified professional firms or individuals with experience in the development, design and implementation of a customized recruitment process for City Manager and other management level positions.

PROJECT STATEMENT

The City's current City Manager has submitted his letter of resignation that is effective June 30, 2012. The City is in need of services to recruit and hire a new City Manager. The City wishes to select a firm that will conduct a nationwide search for City Manager as well as other management positions on an as-needed basis. The City is requesting professional assistance to develop a recruitment strategy and selection process. The City will enter into a one-year contract with the selected firm with the option of two (2) one-year extensions. Project scopes will be negotiated but will most likely include development of a candidate profile, creating a detailed recruitment schedule and a screening selection process to determine the best fit for Damascus. Consideration should be given to the methods necessary to attract a variety of qualified candidates with experience.

SUBMITTAL SCHEDULE

RFP submittal deadline @ 4:00PM	Feb 13, 2012
Scoring of submittals	Feb 14, 2012
Telephone clarification interviews of top rated firms (if necessary)	Feb 15, 2012
RFP award	Feb 21, 2012
Scope, schedule refinement and contract finalization	Feb 28, 2012
Start work	ASAP

The first phase of any work with the selected firm will be a meeting with the City to refine the scope of work, schedule and budget.

SCOPE OF PROFESSIONAL RECRUITMENT SERVICES

Services may include:

- Work under the direction of the appointed selection team to create and develop a refined recruitment process, selection process and timeline.
- Provide the City with a clear written scope with projected costs and schedule. Particular attention should be paid to how the City can make use of internal resources to contain recruitment costs. Include in your proposal your firm's policy/position should the recruitment and/or the selection process prove to be unsuccessful.
- After evaluating input from the Mayor, Council, citizens, City Manager, Department Heads and possibly others, the consultant will prepare a candidate and community profile for use in recruitment brochures.
- Project cost proposals must include consultant's lump sum payment schedule including a breakdown of billable costs and how they are to be charged. Billing terms and procedures should be clearly stated.
- Project cost proposals must include separately a proposed advertisement plan and an estimate budget. These expenses will be paid by the City.
- Project cost proposals must include a recommended candidate expense estimated budget. These expenses will be paid by the City.
- Consultant must be available to manage and oversee recruitment process over the duration of the project and provide a thorough background investigation on the finalist for the position. Written and/or in-person progress reports shall be provided to the City Council.
- All of the above elements must be addressed in the submittal in sufficient detail to allow the review committee to determine reasonableness of the planned approach and corresponding cost.

GENERAL COMMENTS RELATED TO SCOPE OF SERVICES

The City's goal is to provide an open and fair recruitment that will attract top talent, while keeping costs reasonable. It is our desire to negotiate with the selected firm on components of the recruitment that we may or may not want to provide in-house. The consultant or firm shall enter into an agreement to include only those professional services agreed upon.

SUBMITTAL REQUIREMENTS

The City of Damascus must receive submittals as per submittal schedule on page 1. Submittals are to be received at the Office of the City Manager, 19920 SE Hwy 212, Damascus, Oregon 97089 by the deadline. For assistance or questions contact Dan O'Dell at dodell@damascusoregon.gov or in his absence Theresa Nation at tnation@damascusoregon.gov.

Late and incomplete submittals will not be considered.

- Submit three (3) proposals, along with one electronic copy provided on a CD, in an envelope marked: **City of Damascus Management Recruitment**.
- Submittals, as presented, may be in any format as long as they contain the key elements requested in the Scope of Services.

Proposals are to be informative, contain all required information to be considered by the City, and should be as concise as possible.

Proposals must include:

- Name, address and telephone numbers of the firm with the name of the contact person.
- General information related to the firm.
- Professional recruitment history.
- A list of consultant(s) who will be assigned to this project and their qualifications.
- A list of your firm's last three City Manager specific recruitments including contact information (entity name, contact person and contact information). Include your firm's primary project manager assigned to each project and contact information.

Discuss your firm's proposed approach for the recruitment for a City Manager. Address specifically your leadership and organizational approach to recruitment strategy development, planning, and design processes. Outline specific steps that will be used to receive input in the process.

Present an anticipated project schedule addressing specifically proposed time periods for the completion of each phase of the recruitment.

State the hourly rates of those to be assigned to this project and estimated total lump sum cost "range" that will apply to this project. Following scope refinement the contract amount

will be established. Outline anticipated reimbursable expense costs that will be incurred during the recruitment.

SELECTION PROCESS

Written submittals will be reviewed and ranked by the RFP selection committee. After the review of submittals, short-listed firms or consultants may be contacted by telephone for clarifications. Afterwards a recommendation will be taken to City Council for review and action. The recommended firm will be required to attend the Council meeting and review the process with City Council. Scoring of submittals:

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| • Quality of specific staff assigned to this project (resumes) | 20 points |
| • Previous similar project experience of firm and staff assigned to this project | 20 points |
| • Firm's approach for recruitment | 25 points |
| • Firm's approach for selection | 25 points |
| • Firm's proposed project budget | <u>10 points</u> |
| Total possible | 100 points |