



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Mayor & Council Members

FROM: Greg Wellman, Interim City Manager
Lucy Mallonee, MMC *gm*
City Clerk/Human Resources Director

DATE: July 20, 2022

SUBJECT: City Manager Recruitment Services

TYPE OF REPORT: Agenda Item

Recommendation:

Staff recommends any or all of the following:

1. The City Council review and discuss the proposals received from the three (3) executive recruiting firms.
2. The City Council direct Staff to schedule interviews (either at an adjourned meeting, special meeting or the next regular meeting of the City Council) with all of the three (3) recruiting firms or in the alternative, the City Council select a preferred group of less than all three (3) to be interviewed.
3. In the alternative, the City Council could select one of the firms based upon the proposals received without conducting interviews and direct the Interim City Manager to enter into a professional services agreement with the selected firm.

Background:

The position of City Manager became vacant on June 15, 2022, with the duties now temporarily performed by Interim City Manager Greg Wellman. The recommended action

will initiate the process to select a new permanent City Manager. The most typical approach to recruiting a new City Manager involves the use of a professional executive search firm. Qualified firms keep themselves apprised of professionals that would make suitable candidates, are able to offer unique outreach services to individuals that might not otherwise apply for the position, help to reduce any perception that the process is not impartial and work directly for the City Council, to whom the City Manager directly reports. While such a recruitment could conceivably be accomplished with in-house staff, on-going project loads and limited contact with the executive city management community could hamper the success of the recruitment. The City Council has previously hired executive search firms to assist the City Council in filling the City Manager position. Use of a professional firm will provide the most effective approach to attracting the highest quality applicants for the position.

Discussion:

Direction was given to staff by the City Council to prepare and issue a Request for Proposals (RFP) to qualified individuals and/or firms to assist the City Council in conducting the City Manager recruitment.

An RFP was forwarded to eleven (11) executive recruitment firms who specialize in public sector executive level recruitments listed below in alphabetical order:

- Alliance Resource and Consulting,
- Avery & Associates,
- Bob Murray and Associates,
- CPS HR Consulting,
- Koff & Associates,
- Management Partners Inc.,
- Peckham & McKenney,
- Ralph Anderson and Associates,
- Roberts Consulting Group,
- Teri Black & Company,
- Wilcox, Miller, Nelson

Additionally, the RFP was posted on the City's website, www.losbanos.org, and published in the Merced Sun Star. A copy of the RFP is attached.

The City received three (3) proposals in response to the City's RFP.

The approach, the schedule, and scope of services for each of these firms are very similar. Generally the approach includes discussions with the City Council and other stakeholders to identify the desired characteristics of the next City Manager, advertising of the job opening, recruiting and screening qualified applicants, preliminary interviews with potential candidates, recommendation to the City Council of finalists for interviews, facilitating the City Council interviews of the finalists, reference checking of the top candidates and assisting in the negotiation of the selected candidate's contract.

Below is a listing in alphabetical order of the proponents and their respective pricing:

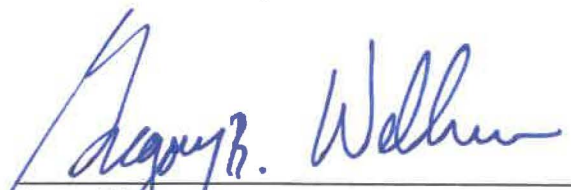
- Koff & Associates (Berkeley, California): not to exceed \$25,000
- ProRecruiters (Tulsa, Oklahoma): \$20% of first-year salary
- Sectaris Partners (Merced, California): not to exceed \$22,000

Fiscal Impact:

Funds are not currently budgeted for this expense; therefore, staff will continue to analyze the fiscal impact and prepare a budget adjustment at a later date, if needed.

Reviewed By:

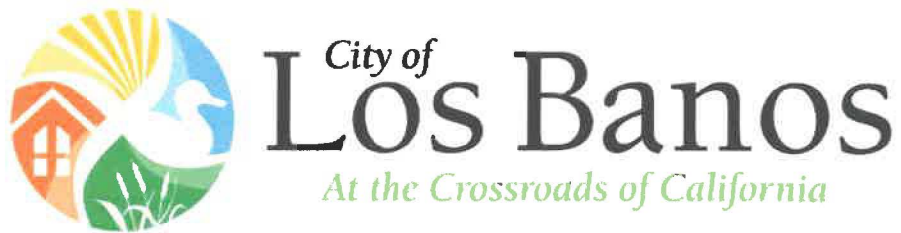

Brent Kuhn, Interim Finance Director


Greg Wellman, Interim City Manager

Attachments:

Request for Proposal
Proposals

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**REQUEST FOR PROPOSALS
FOR
CITY MANAGER RECRUITMENT**

City of Los Banos
520 J Street
Los Banos, CA 93635
(209) 827-2412

Release Date
Tuesday, June 28, 2022

Contact Person:
Lucy Mallonee, MMC
City Clerk/Human Resources Director

Deadline for Submissions
Tuesday, July 12, 2022 at 5:00 P.M.

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REQUEST FOR PROPOSALS

City Manager Recruitment Services

RELEASE DATE: Tuesday, June 28, 2022

CLOSING DATE/TIME: Tuesday, July 12, 2022 at 5:00 P.M.
The proposer must submit one (1) signed electronic version "PDF" of the proposal by the deadline to Lucy Mallonee at lucy.mallonee@losbanos.org.

CONTACT PERSON: Lucy Mallonee, MMC
 City Clerk/Human Resources Director
 (209) 827-2412
lucy.mallonee@losbanos.org

Los Banos City Hall
 520 J Street
 Los Banos, CA 93635

Hours: Monday – Friday 8:00 A.M. – 5:00 P.M.

I. Introduction

The City of Los Banos, California is seeking services from a qualified executive search firm to assist the City Council in the selection of a new City Manager.

II. Background

The City of Los Banos, population 46,639, is situated on the west side of Merced County and is the county's second largest City. The City is conveniently located in the center of California and is about two hours from the cities of San Francisco, Oakland and Sacramento, as well as Yosemite National Park. A combination of new enterprise, local government and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to providing a wide variety of public services, including water, sewer, garbage, parks and recreation, police and fire, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. Nearly 160,000 acres of seasonal wetlands and grasslands bring visitors from all over the world to the City, as well as recreation enthusiasts who enjoy the San Luis Reservoir and the State and Federal Wildlife Areas and Refuges. The City also enjoys a downtown, which hosts retailers, services, restaurants and entertainment, and serves as a

hub for many community events. Named for the seasonal spring baths that feed natural wetlands in the western San Joaquin Valley, the City of Los Banos enjoys strong ties to its local heritage.

The City of Los Banos operates under the Council-Manager form of government, with a five member City Council comprised of four Council Members elected by district with overlapping terms of four years and a Mayor elected at large for a term of two years. The City Council appoints the City Manager and City Attorney. The City is also served by a City Treasurer and City Clerk, both of whom are elected officials. The Los Banos City Council is committed to finding the best possible candidate for their new City Manager.

III. Scope of Work

The successful consulting firm will be expected to perform the following:

- Meet with the City Council and/or stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Develop and administer a search for appropriate candidates.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the candidate profile, performing screening interviews as needed.
- Select the most qualified candidates to be interviewed by the City Council; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Advise the City Council on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Council narrow the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise City Council of the results.
- Facilitate the final interview process and assist the City Council to make a selection.
- Assist with employment contract negotiations

The City Council would like to remain flexible during the process; the above process may change as the candidate pool or other circumstances require.

IV. Proposal Requirements

Each proposal should include the following information:

- A. Background information on the firm, including details of the firms experience with similar recruitments, including the number of City Manager searches and placements; a brief resume of the individual(s) assigned to this project; contact information for references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc.

- B. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. Be aware that the Los Banos City Council meets on the first and third Wednesdays of the month. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. Provide information about the firm's approach toward either unsuccessful recruitments or the premature dismissal or resignation of the selected candidate.
- D. Provide a cost proposal for the City of Los Banos City Manager search, including not to exceed consulting fees and reimbursable expenses. Payment terms should also be addressed.

V. Selection Process

The City Council in its sole discretion will select a firm that best meets the needs of the City and may consider at a minimum the following criteria:

- Qualifications and experience of the individuals assigned to the project
- Schedule and availability
- Cost of services

VI. Submission Information

Proposals are to be submitted by email no later than **5:00 P.M., Tuesday, July 12, 2022** to:

Lucy Mallonee, MMC
 City Clerk/Human Resources Director
 Los Banos City Hall
 520 J Street
 Los Banos CA 93635
 209 827-2412
 Email: lucy.mallonee@losbanos.org

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from proposers, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. The award of a contract to the successful consultant will be at the sole discretion of the City Council.

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EXECUTIVE RECRUITMENT SERVICES
CITY MANAGER
CITY OF LOS BANOS



Koff & Associates
A Gallagher Company

Submittal date: July 12, 2022

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
frojas@koffassociates.com
510.495.0448



July 12, 2022

Lucy Mallonee,
City Clerk/Human Resources Director
City of Los Banos,
520 J Street,
Los Banos CA, 93635

Dear Ms. Mallonee,

Thank you for the opportunity to submit our proposal to assist the City of Los Banos with Executive Recruitment services. We are excited about the possibility of developing this partnership and supporting the City with the search for its next City Manager. Koff & Associates (K&A) Recruiting, a Gallagher company, is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A Recruiting's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A Recruiting an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I will be the Project Manager for this recruitment effort, with K&A Recruiting's support team assisting as needed. You can reach me at (510) 495-0448 or by email at frojas@koffassociates.com.

Sincerely,

Frank Rojas
Recruitment Manager



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BUSINESS INFORMATION

Koff & Associates (“K&A”) is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, K&A Recruiting knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships	K&A Recruiting provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization’s people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.
We value strength in diversity	We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees’ certification training, we are leaders in public sector Diversity and Inclusion.
We leverage innovative search technology	K&A Recruiting uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.

Our long list of clients indicates our firm’s reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A Recruiting is “hands on” and responsive with the ability and expertise to identify the ideal candidate(s) for the City of Los Banos.

K&A Recruiting uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



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RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at a previous firm):

Agency	Title	Year Completed
City of Oceanside	City Manager	Current
City of East Palo Alto	City Manager	Current
City of Oxnard	Budget Manager, Public Works Dir., Asst. Public Works Dir. (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Planning & Environmental Manager, Assistant Director of Housing Programs	Current – 2017
City of Berkeley	I.T. Director, Deputy Director of Finance, Public Works Director, Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2)	Current - 2020
City of Calexico	City Manager, Chief of Police	2022/Current
City of Long Beach	City Treasurer	Current
County of San Mateo Transportation Authority/District	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor	Current/2021
City of Berkeley	Director of Information Services, Deputy Director of Finance, Accounting Manager, Manager of Engineering, Operations Manager (2), Public Works Director, Asst. City Attorney, Health Housing & Community Services Director	Current/2021/2020
City of San Bernardino	Director of Public Works, Chief of Police, Director of Human Resources, Director of Animal Services, Director of Finance	Curr/2021/2020
County of Riverside	County Counsel, Diversity Equity and Inclusion Officer CEO (Executive Recruiter at past company)	Current
East Valley Water District	General Manager/Chief Executive Officer	Current
City of Leavensworth	City Administrator	2022
Metro Parks Tacoma	Chief Financial and Administrative Officer	2022
County of Stanislaus	Director of Animal Services	2022
City of Tracy	City Attorney	2022
City of Carson	Public Works Operations Manager	2022
City of Riverside	Budget Manager	2022
Contra Costa Water Dist.	Director of Finance	2022



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City of Lawndale	Director of Finance and City Treasurer	2022
City of San Jose	Chief Information Officer	2022
City of Woodland Park	Chief of Police	2022
East Bay Regional Park District	Chief Information Officer	2022
Santa Barbara MTD	Director of Human Resources & Risk Management, Director of Finance and Administration	Current/2022
City of Salinas	Chief of Police, City Manager, Finance Director, Asst. Finance Director	2021
Humboldt Waste Management Authority	Executive Director	2021
City of Chico	Public Works Director	2021
Tahoe Regional Planning Agency	Director of Human Resources & Organizational Development	2021
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
City of San Diego	Director of Transportation	2021
City of Glendale	City Manager	2021
County of Riverside	County Executive Officer	2021
Orange County Social Services Agency	Chief Deputy Director, Division Director (3)	2021/2020/2019
City of Carson	Public Works Director, Community Services Director, City Manager	2021/2020/2019
City of Colton	Public Works & Utility Services Director	2021
City of Redlands	Director of Municipal Utilities & Engineering, Fire Chief	2021/2020
City of Ontario	Economic Development Director	2021
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021/2020
City of Millbrae	Director of Finance, Community Development Director	2020
City of Avondale	Development & Engineering Services Director, Economic Development Director	2020/2019
City of Redlands	Fire Chief, Director of Municipal Utilities & Engineering	2020
City of Shafter	City Manager	2020



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City of Ontario Municipal Utilities	Assistant General Manager	2020
City of Bell	Director of Community Development	2020
City of Los Angeles	Human Resource & Payroll Project Manager (ERP implementation)	2020
County of San Bernardino	Public Works Director, Human Resources Director, Assistant HR Director, Director of Land Use Services, Regional Parks Director	2020/2019/2018
Orange County LAFCO	Assistant Executive Officer	2020
LA Metro	Chief Ethics Officer	2020
Orange County Fire Authority	Purchasing Manager, Fleet Manager, Human Resource Director	2020/2017
City of Banning	Director of Administrative Services, Director of Parks and Recreation	2019
City of Santa Ana	City Manager, Parks & Recreation Director	2019
City of Bell Gardens	City Manager	2019
City of Anaheim	Deputy Planning Director, Engineering Manager, Buyer	2020/2018/2016
City of Garden Grove	Finance Director, City Manager	2019/2016
Desert Healthcare District	Chief Executive Officer	2019
City of San Marino	City Manager	2018
County of San Luis Obispo	County Administrative Officer	2018
County of Imperial	County Executive Officer	2018
City of Avalon	City Manager	2018



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PROJECT TEAM

Frank Rojas

Recruitment Manager

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Salinas, City of Berkeley, City of San Diego, City of Oxnard, and First 5 Alameda County, recent successful efforts include positions of Finance Director, County Executive Officer, Director of Human Resources & Development, City Manager, Director of Transportation, Chief Ethics Officer, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.



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PROJECT TEAM, Cont.

Joshua Boudreaux **Recruiting Supervisor**

Joshua has over nine (9) years of public sector Human Resources experience.

He began his public sector journey as a labor representative with the Orange County Employees Association representing employees in grievances, investigations, meet and confers, interactive processes, arbitrations, and negotiations. He transitioned into the HR world at the City of Anaheim where he led classification and compensation projects. At the Orange County Fire Authority, he worked closely with Battalion and Division Chiefs on projects such as classification and compensation, employee relations, and recruitment.

Prior to joining K&A, Joshua served as an Administrative Manager for the County of Orange where he handled employee grievances, conducted investigations, and represented the County on meet and confer items. He served as the President of the Orange County Human Resources Consortium in 2017-2018. Since joining K&A, Joshua partners his classification and compensation experience, marketing skills, and recruitment experience to bring a full-service experience to all clients. He currently manages full-cycle recruitments for California public sector agencies including, cities, counties, and special districts. He provides supervisory oversight for technical, professional, and management recruitments.

Joshua earned his B.S. in Political Science with a concentration in American Politics from the University of California, Los Angeles; his Master's in Public Administration from Chapman University (Brandman); and a Master's Certificate in Human Resources with emphasis in Labor Relations from Cornell University.

Current & Previous Recruitments: City of Seaside – Associate Engineer, Senior Engineer; City of Fairfield – Fire Inspector I/II; Valley Water District – Environmental Planner/Regulatory Specialist, Senior Engineering Technician, Sr. Information Systems Technician; County of Sonoma – Real Estate Manager; Alameda County Water District – Director of Engineering; Dublin San Ramon – Waste Water Treatment Superintendent, Electrician II; City of Long Beach – Jail Administrator, Medical Director, Occupational Health Services Manager; Port of Oakland – Maintenance Manager; City of Gilroy – Fleet Superintendent; Big Bear Lake – Senior Accountant; City of Richmond – Budget Administrator, Accounting Manager; Monterey One Water – SCADA Analyst; City of Richmond – Deputy Director of Community Services: Employment and Training.



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PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants.** This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A Recruiting will provide weekly progress reports to the City Council and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.





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Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process. We will coordinate with the City Council in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A Recruiting.

After meeting(s) with the City Council, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the City Manager's feedback. The brochure will highlight the strengths of the City of Los Banos and the surrounding community. The brochure will feature the organizational structure and services of the City, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step 2: Five Week Window of Application & Sourcing

K&A Recruiting can, at the request of the City, facilitate community surveys or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the City prior to first-round interviews.

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the City Council, K&A Recruiting will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the City Council, including candidate documents, interview notes, and an outline of the recruitment process.



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Step 3: Recommendation of Candidates

K&A Recruiting will provide the City Council with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the City Council has identified and will focus on each candidate's ability, technical competency, and fit with the City's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the Hiring Authority and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the City.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the City at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Step 5: Background, References, and Offer

K&A Recruiting provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A Recruiting can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.



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Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							



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REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
Oxnard, City of Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers	Lisa Baker Assistant Director, Human Resources 805.385.7596 lisa.baker@oxnard.org 4300 W. Third Street Oxnard, CA 93030
San Bernardino, City of Director of Community & Economic Development, Chief of Police, Director of Human Resources, Director of Animal Services, Finance Director	Edelia Eveland Assistant City Manager 909.384.5262 eveland_ed@bsbcity.org 290 North 'D' Street San Bernardino, CA 92401
Berkeley, City of Director of Health, Housing, and Community Services, Public Works Director, Deputy City Attorney(s), Manager of Engineering, Operations Manager(s)	Paul Buddenhagen, Deputy City Manager Liam Garland, Public Works Director 510.981.7014 pbuddenhagen@cityofberkeley.info 510.981.6303 lgarland@cityofberkeley.info 2180 Milvia St Berkeley, CA 94704
Salinas, City of City Manager Finance Director	Marina Horta-Gallegos Human Resources Director 831.758.7417 marinah@ci.salinas.ca.us 200 Lincoln Avenue Salinas, CA 93901



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PRICING PROPOSAL

Project

- City Manager

Professional Fee and Expenses

- Total not-to-exceed professional fee of \$25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of \$6,250.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video

In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs \$3,500.

Placement Guarantee

K&A Recruiting is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the City. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the City a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the City disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for full recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal.

Overall, K&A Recruiting's retention rate during the first 12 months of hire is robust and has been above 95% over the last 37 years.



Koff & Associates
A Gallagher Company

Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first impression your employee receives and is a crucial factor in employee engagement and tenure.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. Although virtual interviewing may have become necessary during this crisis, it is not a temporary strategy that should fall to the wayside; how we communicate in virtual interviews is essential and will continue to be as we move forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to maintain a professional demeanor during virtual interviews and eliminate smartphone or other competing screen distractions, just as you would in person, can also help the process.

K&A Recruiting Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action efforts and providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A Recruiting is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



OTHER: PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGEMENT

We will be pleased to sign the City's professional services agreement for recruitment services, however we respectfully request that the City will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the City's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.



Koff & Associates
A Gallagher Company

SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES

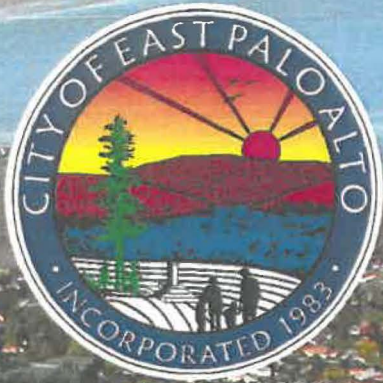
State of California

Frank Rojas

Date: July 12, 2022

Recruitment Manager

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Koff & Associates
A Gallagher Company

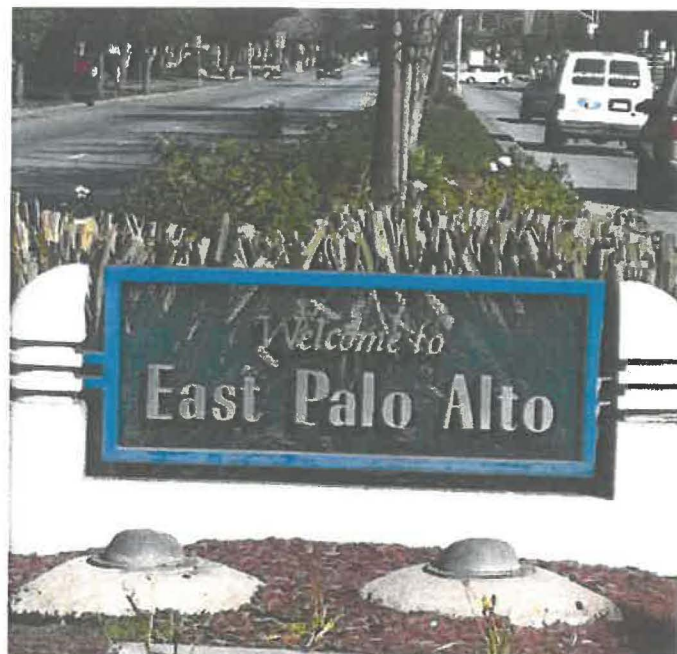
CITY OF EAST PALO ALTO, CALIFORNIA

City Manager

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THE COMMUNITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The City features a rich heritage, a culturally diverse community, and a moderate climate. Centrally located with close proximity to the San Jose and San Francisco international airports, East Palo Alto brings a commitment to the environment and to expanding open space and park facilities. This is a friendly residential community with a small town, family-oriented atmosphere, with a progressive public school district and excellent private schools. Major nearby colleges include Stanford University, San Jose State University, San Francisco State University, and the University of San Francisco. The population is approximately 31,500 with an area of 2.5 square miles.



GOVERNANCE

The five-member City Council is the duly elected governing body of the City and are elected to serve four-year terms. To assist the Council and the citizens of the City in carrying out the duly established policies of the Council and to administer the needs of the City, the Council establishes the structure and procedures for governing and administering the City. The Council appoints the City Manager and City Attorney. The City Manager in turn appoints other City department heads, who are generally responsible for the proper function of their respective departments in carrying out the established policies of the Council and serving the needs of the citizens.

THE POSITION

Under policy direction, the City Manager plans, organizes, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required.

The City Manager receives administrative and general policy direction from the City Council. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The City Manager exercises general direction and supervision to the entire City staff through subordinate levels of management and supervision.

Key Functions include but are not limited to the following:

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the City Council, Department Heads, and the City; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the City; authorizes, directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.

- Advises the City Council on issues, programs, and financial status; prepares and recommends long- and short-term plans for City service provision, capital improvements, and funding; directs the development of specific proposals for action regarding current and future City needs; attends all meetings of the Council.
- Oversees the administration, construction, use, and maintenance of all City facilities and equipment, including buildings, parks, facilities, and other public property.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the City government.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official City files.
- Ensures that the Council is kept informed of City functions, activities, and financial status, and of legal, social, and economic issues affecting City activities.



- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

IDEAL CANDIDATE

The ideal candidate will be an honest, ethical, and dynamic leader with a record of professional accomplishments that demonstrate the ability to effectively lead a diverse public organization. A proven record as an effective and collaborative leader—possessing confidence, excellent communication and interpersonal skills, strong technical and business acumen, and sound fiscal management skills—is essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service, staff engagement and inclusiveness, and performance management. The qualified candidate will be able to negotiate challenging political waters, while remaining focused on organizational goals, managing a solid executive team, and working with a passionate and involved City Council. The successful candidate will be a visionary, strategic leader and planner who can work with City Council, staff, union representatives, and other key stakeholders to achieve economic growth and improve the quality of life for all City residents.

The successful candidate will have demonstrated a solid track record of leading and managing municipal service initiatives in the areas of public safety, business and economic development, and public works. The ideal candidate shall have expertise in financial and budget management, agency administration, and the ability to maintain collaborative relationships with City





Council, staff, and the community. The new City Manager will have excellent interpersonal abilities necessary to build and maintain solid relationships with elected officials, regional and national business partners, surrounding cities, governmental agencies, union representatives, staff, and the community through open and respectful dialogue. It is important to engage and embrace in the cultural diversity of the City.

Key Attributes and Characteristics

- A strong leader who shares the vision of the Council and community, and who can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity; someone who can think outside the box and can creatively move the City in a new direction or next step, while acknowledging the challenges of the City and addressing those in a strategic manner.
- A professional who can lead the organization with a commitment to uphold the values of East Palo Alto, including valuing positive employee working relations and respecting the richness of cultures and diversity.
- A forward thinker with the willingness to make difficult decisions based on what is right and what is best for the organization.
- A friendly, approachable leader who is visible and actively engaged in the community to ensure quality customer service, one that understands the needs of the community to ensure their concerns are heard and respected.
- A diplomatic professional, someone known as a people person with an engaging style, who is comfortable interacting with a wide spectrum of individuals and who welcomes dialogue and discussion.
- An inclusive, engaging, and communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff, and has the ability to maintain and build trust and actively listen.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a related field.
- Five (5) years of management experience in a public agency setting as a City Manager, Assistant City Manager, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation.
- An equivalent to a master's degree in Public or Business Administration is highly desired.

SALARY AND BENEFITS

The Salary for the City Manager position tops out at \$226,600.19.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, August 15, 2022.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/city-manager-4/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Frank Rojas / Carlo Zabala
 (510) 495-0448 / (510) 342-3233

frojas@koffassociates.com / czabala@koffassociates.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

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SECTARIS
PARTNERS

STRATEGIC PLANNING
DEVELOPMENT
PROJECT MANAGEMENT

Presented by:

Sherri Reusche, Partner and Lead Consultant

Adam Cox, Managing Partner

Sectaris Partners LLC

sherri@sectaris.partners

209.631.3803

**PROPOSAL TO
CITY OF LOS BANOS**

**CITY MANAGER
SEARCH**

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Sectaris Partners is pleased to offer this proposal to the City of Los Banos for city manager recruitment services.

Sectaris Partners is a firm with a roster of professionals who collectively have over 140+ years of experience in the administration and innovation of public agencies and nonprofit organizations. Based in Calaveras, senior consultant and partner Sherri Reusche will be the lead project manager, assisted by Merced-based managing partner Adam Cox.

Sectaris Partners believe that a City Manager should understand and manage the finances, personnel, City Council policies and be the liaison between the City and community at large. They should be able to delegate tasks to City employees and work with the elected members of the City in a positive manner. It is important for the City Manager to represent the City to the media and public with integrity and clarity. The individual chosen by the City must have a demonstrable history of effective community leadership and transparent governance. They also need the ability to address the concerns of City residents and have a cultural understanding.

Our firm strongly believes in transparency and accountability, both for ourselves and for the candidates we field on behalf of our client. This proposal will detail our commitment to support your City as it undertakes this very important responsibility with the appointment of a permanent City Manager.

Our search process will include working with the City Council and stakeholder groups to identify desirable qualifications and characteristics of its next City Manager. Sectaris will review with the Council members the roles and responsibilities and expectations. We will meet in closed session with the Council members and also individually to capture a thorough profile of the ideal candidate.

Next we will develop advertising materials, publish the posting, and respond/reach out to potential applicants. The job announcement will be circulated to various job sites and professional organizations and publications locally, regionally, and statewide. This job announcement will detail the City's instructions to prospective candidates on what materials should be included with their application packet.

Sectaris consultants will make themselves available to field inquiries from prospective candidates and will collect all applications. Initial candidate screening will be performed, and qualified respondents will be invited to speak directly with Sectaris. This provides prospective candidates an opportunity to clarify anything in their application and allows us to gauge interpersonal skills and review their experience and accomplishments in-depth. Qualified candidates will receive thorough background checks including personal and professional reference checks. Applicants will be screened either face to face or via video conference.

All qualified candidates' applications will be presented to the City Council in a closed session meeting to determine who the Council would like to interview. The format of the interviews will also be decided at this point. It's important to note that all respondents to the job advertisement will be presented to the City Council and they will be ranked or grouped as meeting or not meeting qualifications, etc.

Sectaris Partners will work with the City to schedule interview meeting location and will coordinate scheduling of the candidates. During the interviews, Sectaris will provide on-site support to the Council.

After the Council interviews all finalists, Sectaris will facilitate a discussion among the Council members to determine if there is consensus on one or more of the candidates. Should a clear candidate emerge, we will work with the City to move forward with the employment agreement negotiation process (led by City's legal counsel). Should the City Council decide they would like more information or would like to perform an extra level of due diligence on a candidate(s), Sectaris will facilitate virtual or in-person 2nd round interviews.

As we mentioned, our firm believes in transparent and accountable leadership. Our consultants will provide recommendations, not pressure, to the City Council, in the event it is not ready to make a decision.



Sherri Reusche
Partner and Lead Consultant



Adam Cox
Managing Partner

References

Merced City School District
Birdi Olivarez-Kidwell
Board President
209-756-5520

Chester Public Utility District
Stephen Voboril
Board President
530-258-6329

Indian Valley
Community Services District
Bob Orange
Board President
530-249-2190

About Our Team

Sherri Reusche, a partner and senior search consultant for Sectaris, has been an elected school board trustee for 17 years. She has been involved in the California School Boards Association, having served as a Delegate, on the Board of Directors, and as Vice President. She has spent many years working with the Calaveras Chamber of Commerce and Calaveras Community Action Agency performing outreach and forging partnerships, and has also been a proud Rotarian for 27 years. She holds a B.S. in Liberal Studies from California State University of Sacramento and an M.S. in Leadership and Instruction from National University.

Sherri has worked closely with many public agencies and has performed multiple executive searches.

Adam Cox, managing partner, has been a nonprofit and public agency leader for nearly 15 years. As an elected official for over a decade, Adam learned the importance of transparency and accountability in governance; he believes bad government is a choice – one that can be corrected – and works for all his clients with that in mind. Adam holds a B.S. in Political Science from Arizona State University.

Project Timeline

Description	Target Date
Interim City Manager and Administrative Services Director meets with Sectaris Partners	July 2022
Meet with City Council individually and collectively (in closed session)	July 2022
Posting & Advertising Date	By August 1
Application Deadline	By August 28, 11:59PM
Applications and references reviewed with City Council (in closed session)	By September 21
First round interviews	September TBD
Second round interviews (if needed)	September TBD
City Council approval of new City Manager contract	By October 19

Budget

Sectaris Partners proposes a fee of \$20,000 for this search.

Materials, job announcement advertisement(s) in local, regional and statewide publications, any applicable background check fees and contract negotiations will be included. Travel time and hotel stays will be additional. All Partners are billable at \$125.00 per hour outside of the contract. This contract will not exceed \$22,000.00.

*Outside of the contract: Any extra duties not stated in the above proposal such as Governance Training, Strategic Planning or any other services offered by Sectaris

We appreciate the opportunity to serve the City of Los Banos.



PRORECRUITERS

City of Los Banos

REQUEST FOR PROPOSALS FOR CITY MANAGER RECRUITMENT

PREPARED BY: PART TIME PROS LLC, DBA PRORECRUITERS
Due July 22, 2022

PRIMARY CONTACTS:

Angie Huggins, Director of Business Development
5314 S. Yale Ave Suite 305 Tulsa OK 74135
(918) 551-7767
ahuggins@prorecruiters.com

Liz Brolick, General Manager
5314 S. Yale Ave Suite 305 Tulsa OK 74135
(918) 221-8264
lbrollick@prorecruiters.com

PRORECRUITERS
An Array Company

www.prorecruiters.com
5314 S. Yale Ave Suite 305
Tulsa, OK 74135

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Cover Letter

July 12, 2022

Lucy Mallonee, MMC
City Clerk/Human Resources Director
Los Banos City Hall
520 J Street
Los Banos, CA 93635

Subject: Response to Request For Proposals For City Manager Recruitment

Dear Lucy Mallonee,

Thank you for the opportunity to provide the City of Los Banos ("the City") with a customized proposal, outlining our detailed service capabilities in response to Request For Proposals For City Manager Recruitment.

We will demonstrate in our proposal why Part Time Pros LLC, DBA ProRecruiters (a subsidiary of Array Corporation) can offer the best value and quality service while providing temporary personnel in conformance with contract requirements. ProRecruiters is very qualified in providing Direct Placement Staffing, Contract-to-Hire, Executive Search, and Temporary Staffing Services, and has ample experience with numerous cities, counties, districts, local authorities, and federal organizations. **As a Minority-Owned Business**, we are confident that our extensive experience within the specific classifications requested, financial capability, and quality staffing performance throughout the past fourteen (14) years will prove us to be a qualified bidder for the City. Our delivery of reliable service will ensure good faith, quality performance on this contract.

There are no events foreseen that could impede our ability to fulfill this contract. ProRecruiters will not work with subcontractors on this contract, and we do not have any arrangements, formal or informal, with any other party that might interfere with our ability to provide independent and unbiased advice and assistance under this RFP. In addition, ProRecruiters is a financially stable DE C-Corporation, with a strong positive cash flow. We have not defaulted on any of our contracts.

We look forward to supporting the City's mission by providing the best possible candidate for City Manager. ProRecruiters stands ready to deliver an exceptional experience as we accommodate the City's requirements and requests.

I, Jonathan Paul, certify that I am authorized to legally bind Part Time Pros LLC, DBA ProRecruiters, to a contract resulting from Request For Proposals For City Manager Recruitment and that this proposal, with the total fixed price contained therein, shall remain firm for a period of one hundred and ninety (190) days after the proposal closing date. I acknowledge all addenda.

07/12/22

Signature:

Jonathan Paul, Vice President/GM of Government Solutions

Date



ProRecruiters Background

ProRecruiters Purpose: Improving the quality of lives in our communities.

ProRecruiters Mission: To be an instrument of hope to our candidates seeking employment and our clients seeking quality employees to help them grow their organizations.

ProRecruiters Vision: We do more than fill jobs; we create them by putting great professionals in great jobs.

Firm Description

At ProRecruiters, we understand the power of extraordinary people when connected with visionary companies. ProRecruiters began in March 2008 as "Part-Time Pros." We specialized in helping Professionals find part-time opportunities. These professionals included parents who wanted more balance, semi-retired professionals, graduate students, and more. In 2014, Part-Time Pros expanded to ProRecruiters to become a full-service HR and recruitment firm. Some notable clients of ProRecruiters include American Airlines; Tulsa Area United Way; Bama Pie Inc.; City Lights; Cox Media Group; and Flintco, for whom we have provided employees to work in Human Resources, Administrative/Clerical, IT, Data Entry, and Warehouse roles.

Carey Baker, Founder, and her husband Brett began the company to help find the perfect match between clients' needs and candidates' skills. In June of 2021, ProRecruiters became a subsidiary of Array Corporation, a training and technology innovator specializing in the enrichment of a skilled and valued workforce. These unique technologies are aimed at supporting/increasing employee production and satisfaction, as well as enhancing their ongoing career goals and personal development. We believe that an investment in our employees' professional growth also represents an investment in their wellbeing and quality of life. We feel that Array's mission statement, "Go Further, Faster," conveys the company's goal to provide all of our "rays" (aka temporary employees) with opportunities that will help them achieve a brighter future. These opportunities significantly reduce turnover among employees, thereby decreasing service disruptions for our valued clients.

Array brands such as ProRecruiters are able to attract a diverse talent pool by casting a wide net in our recruiting efforts in order to draw interest from candidates of all backgrounds. Additionally, we write job descriptions that are clear, meaningful, inclusive, and informative, establish an equitable interview process by asking the same questions of all candidates and applying a consistent rating system across the board, and ensure that our positions have equitable pay/wages assigned.

ProRecruiters provides temporary staffing, contract-to-hire, and permanent placement for Administrative, Professional, Finance/Accounting, Light Industrial, HR, IT, Engineers, Warehouse, Production, Non-Profit, C-Suite Executives, Analysts, and Inside Sales roles. Our services are divided along the following lines:

Contract/Temporary - 10% of our business is contract/temporary assignments.

Payrolling Services - 10% of our business is providing payrolling services.

Contract-to-Hire - 60% of our business is contract-to-hire assignments. We have a **96% hire rate** since inception on contract-to-hire placements.

Direct Hire/Permanent Placement - 20% of our business is direct placement, with a **98% success rate** on placements made.



Similar Experience

Organization	Position
Center for Housing Solutions: Provides programs that serve individuals experiencing homelessness	Case managers and shelter monitors
City Lights Foundation: Provides programs in the Tulsa area that serve individuals experiencing homelessness	Shelter Monitors
Youth at Heart: Social services for at-risk youth	Part-time Controller
The Parent Child Center: Non-profit dedicated to preventing child abuse and neglect through education	HR Director, Administrative Assistant & Receptionist
Tulsa Area United Way: Mobilizes volunteers to meet the needs of the community	Administrative Roles
Girl Scouts of Eastern Oklahoma: Non-profit supporting the personal growth of girls in Eastern Oklahoma and nationwide	HR Professionals
Tulsa Air and Space Museum: An aerospace museum providing historical aircrafts, hands-on activities, and a planetarium	Bookkeeper

ProRecruiters team members would bring extensive professional experience in high-level recruitment to the City Manager search we would do on behalf of the City. Liz Brolick, General Manager, worked exclusively in filling professional direct-hire roles for eight years and made dozens of placements. Our recruitment efforts are further complemented by a team of 10+ talent sourcing professionals within Array, our parent company.

Our search efforts are further enhanced by our sister companies operating under the Array umbrella; we benefit from their added experience, expertise, and databases nationally and locally. Our California-based sister brand, HB Staffing, has significant public agency experience and an extensive network of candidates that complements our direct-hire expertise. This is an abridged list of HB Staffing's public agency client list:

- **Cities:** Huntington Beach, Newport Beach, Anaheim, Irvine, Santa Ana, Murrieta, California City, Moreno Valley, West Hollywood, Redwood City, and Encinitas, among others – providing general, multilingual, and supervisory clerical, technical IT, and more.
- **Counties:** County of Placer, County of San Diego, County of Los Angeles Registrar-Recorder / County Clerk, County of Riverside, ROV, County of San Diego ROV, County of Monterey, and County of San Bernardino – providing general, multilingual, and supervisory clerical, election support, and technical IT support services.
- **Districts:** Midway City Sanitary District, Orange County Sanitation District, Metropolitan Water District, North County Transit District, and South Coast Air Quality Management District – providing admin/clerical, accounting, IT, customer service, and marketing personnel.
- **Authorities:** the San Diego County Water Authority, Housing Authority of the County of San Bernardino, San Bernardino County Transportation Authority, and Southern California Regional Rail Authority (aka Metrolink) – providing admin/clerical, accounting, and contract & compliance services.



References

Client Name: York Electronic Systems, Inc.
Address: 2628 N Hemlock Cir, Broken Arrow, OK 74012
Contact: Keith Dudley
Phone: (918) 615-3649
Email: kdudley@yorkes.com
Length of Service: 2016 - Current
Services Provided: Temporary employees, contract to hire and direct hire. Placements have ranged from office/administrative, accounting/billing, inside/outside sales, project managers, and technicians. These encompass both office and field positions.

Client Name: BTC Broadband
Address: 11134 S Memorial Dr, Bixby, OK 74008
Contact: Terri Ryan
Phone: (918) 366-0259
Email: tryan@mybtc.com
Length of Service: 2016 - Current
Services Provided: Placements ranged from office/admin, executive, IT, HR, accounting, sales, engineering, customer service, and field technicians.

Client Name: Hesselbein Tire
Address: 6305 N Yale Ave Tulsa, OK, 74117-2412
Contact: John McCandless
Phone: (918)830-1162
Email: johnm@dktire.com
Length of Service: 2021 - Current
Services Provided: We placed a direct-hire executive administrator and grew the relationship to include contract-to-hire for warehouse, drivers, and sales positions.

Client Name: City Lights Foundation
Address: 1018 W 23rd St, Tulsa, OK 74107
Contact: Zak Bates
Phone: (405) 812-3093
Email: zak@citylightsok.org
Length of Service: 2020 - Current
Services Provided: Shelter monitors

Brief Resumes

Liz Brolick | General Manager for ProRecruiters, VP at Array Corporation

(918) 221-8264 lbrollick@prorecruiters.com

Role with the City: General Manager

Experience, Qualifications & Education Credentials: Liz has been in staffing and recruiting in Tulsa for over twenty-two (22) years. During that time, she has served as an on-site manager, an outside salesperson, a recruiter, a Branch Manager, and now as General Manager/VP. Her perspective on projects is two-fold, stemming from her comprehensive understanding of the operations side and her adeptness in meeting the recruitment needs on the client-side.

Liz oversees the whole company and is tasked with overseeing daily business activities, improving overall business functions, training heads of departments, managing budgets, developing strategic plans, creating policies, and communicating business goals.

Liz has provided staffing services to other agencies including: the City of Tulsa, the Tulsa Housing Authority, and the State of Oklahoma. Liz has a Bachelor of Business Administration degree from the University of Oklahoma. **In addition, Liz has extensive experience placing executive recruitment**



roles for all sorts of positions. Over the past eight (8) years, Liz has worked on at least 10 executive recruitment placements per year bringing her total to at least 80 total successful placements. She also earned her Certified Staffing Professional (CSP) certification from the American Staffing Association.

Personal Profile: Liz is also an active volunteer in the Tulsa community. She has been actively involved with the Junior League of Tulsa, Leadership Tulsa, and currently serves as the Board Secretary for the YWCA of Tulsa. Liz has been twice honored as one of Oklahoma's Most Admired CEOs. She has been named Women of Distinction by the Tulsa World and Woman of the Year for Alpha Phi. In her spare time, Liz enjoys spending time with her family, Holden (16), Harrison (13), and her husband Peter. Together they watch OU Football, cook great food, and stay active. [Liz Brolick | LinkedIn](#)

Angie Huggins | Director of Business Development

918-884.7714 ahuggins@prorecruiters.com

Role with the City: Account Manager

Experience, Qualifications & Education Credentials: Angie has over ten (10) years of experience including working in both staffing and business development roles. Angie enjoys building relationships and helping businesses grow within the community by exceeding client expectations. Her core values are centered around honesty, integrity, and doing the right thing for customers. She will be the main contact for job orders by phone, email, handling the details involved in understanding each order, along with distribution to the recruiting team.

Angie has an MBA from Oklahoma State University.

Personal Profile: In her spare time, she enjoys going to the gym and spending time with friends and family. Angie serves on the Board of Directors for Operation Aware. [Angie Huggins | LinkedIn](#)

Recruiting Team

Becky Murphy | Vice President of Recruitment and Talent Systems

918-551-7767 bmurphy@prorecruiters.com

Role with the City: Alternate Account Manager

Experience, Qualifications & Education Credentials: Becky will be the alternate contact for job orders by phone, email, handling the details involved in understanding each order, along with distribution. Becky has over 25 years of experience in diverse recruiting including over 10 years of experience in the Construction recruiting space. She has been at ProRecruiters for almost six years serving as Vice President of Recruitment & Talent Systems. She has recruited for entry-level to executive positions across a variety of industries and geographies. She is passionate about her goal of surpassing her client's expectations and assisting them with talent acquisition.

Personal Profile: She is a huge fan of Georgia O'Keefe, a great crime novel, all things sport-related, and spending time with her family. [Becky Murphy | LinkedIn](#)

Kaylene Kilbourn | Talent Agent

918-551-7767 kkilbourn@prorecruiters.com

Role with the City: Alternate Account Manager

Experience, Qualifications & Education Credentials: Kaylene has shown herself to be a huge asset to our team by maintaining an A-level professional service to applicants, candidates, employees, and clients, by phone, email, or face to face. Kaylene has 5 years of customer service and inside sales experience. She's previously worked in a recruiting office as its Coordinator. Kaylene looks forward to working with candidates in the Tulsa area and helping them find new professional homes.



Personal Profile: In her free time, Kaylene enjoys painting, going to concerts, and taking mini-adventure trips! Kaylene and her son Jaylen (11) love Fortnite dancing and goofing off together. [Kaylene Kilbourn | LinkedIn](#)

Operations Team

Tiffany Carter | Office Administrator

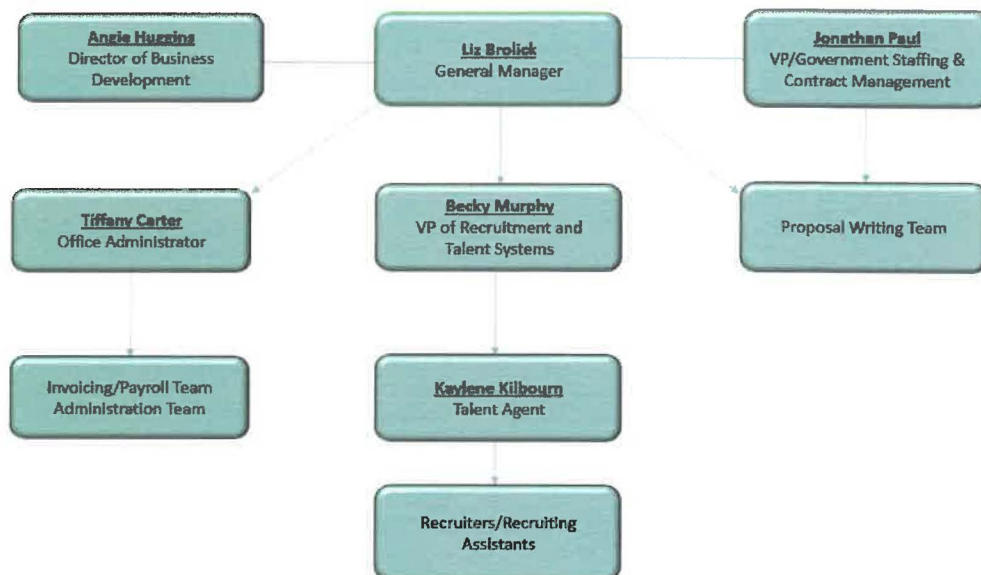
918-551-7767 tcarter@prorecruiters.com

Role with the City: Point of Contact for Operations

Experience, Qualifications & Education Credentials: Tiffany has more than 14 years of experience working closely with candidates and Human Resource professionals to support an organization's hiring needs. She has managed the entire HR process, from recruitment and onboarding to compliant payroll setup and offboarding. Developing People and organizations is a passion. She is responsible for supervising payroll, weekly invoicing, and handling accounts receivable activities. Tiffany also supervises and executes AR and Collections functions. She has hands in every department ensuring that everything is running smoothly and efficiently within ProRecruiters. Her experience working on the recruitment team has allowed him to excel in the Operations department with the knowledge he has of the front-office processes. She has a Bachelor of Business Administration in Human Resources Management & Administration from Northeastern State University.

Personal Profile: Outside of the office, Tiffany loves to coach soccer, which she has been doing for more than 10 years. She sees sports as an easy way to "make a difference and develop the lives of kids." She does all this with the support of her husband (Gary) and her 13-year-old son (Preston). When they aren't on their land working, they are on a sports field somewhere. [Tiffany Carter | LinkedIn](#)

ProRecruiters Organizational Chart



Sample Work Products

Attached on the following pages are our sample work products, fliers, forms, etc.

DIRECT ☐

PROFILE

CONTRACT ☐

Date _____

Associate _____

Last Name	First	MI	Prev. Name	Home Phone	Cell Phone
Address	City		State	Work Phone	May We Text You?
Have You Ever Worked With A Recruiter Before?				Email Address	

Best Time For Interviews? (Circle one or more) Days: M T W T F Times: A.M. Lunch P.M. 5:00 on All Day

EDUCATION:

SOFTWARES USED:

PROFESSIONAL REFERENCES: (Supervisors, Co-Workers, Clients, Subordinates)

NAME	COMPANY OF CO-WORKER	POSITION HELD	BUS. PHONE	HOME PHONE
1)				
2)				
3)				
4)				
5)				

Please list any companies which you do not want us to contact on your behalf, so that we do not duplicate a contact you have already made with respect to employment. Please indicate any companies you have seen or are scheduled to see.

1)	4)
2)	5)
3)	6)

GENERAL INFORMATION

Have you ever been convicted of a felony? YES ☐ NO ☐ When? _____ Disposition? _____

Conviction will not necessarily disqualify for hire

Do you have the legal right to work in the United States? YES ☐ NO ☐Do you require visa sponsorship? YES ☐ NO ☐

Employment History: (starting with the most recent)

Company		Name of Supervisor		Supervisor's Title	
Core Business & Product					
Motivation For Change		Starting Salary	Present Salary	Next Raise	
Dates Employed	Position Hired For	Title Of Last Position		How Long In This Capacity	
<p>What Were You Hired To Do & What Did You Learn?</p> <p>Who Was On Your Team?</p> <p>Accomplishments?</p> <p>What Did You Like?</p> <p>Low Points? Didn't Like?</p>					
Company		Name of Supervisor		Supervisor's Title	
Core Business & Product					
Motivation For Change		Starting Salary	Present Salary	Next Raise	
Dates Employed	Position Hired For	Title Of Last Position		How Long In This Capacity	
<p>What Were You Hired To Do & What Did You Learn?</p> <p>Who Was On Your Team?</p> <p>Accomplishments?</p> <p>What Did You Like?</p> <p>Low Points? Didn't Like?</p>					
Company		Name of Supervisor		Supervisor's Title	
Core Business & Product					
Motivation For Change		Starting Salary	Present Salary	Next Raise	
Dates Employed	Position Hired For	Title Of Last Position		How Long In This Capacity	
<p>What Were You Hired To Do & What Did You Learn?</p> <p>Who Was On Your Team?</p> <p>Accomplishments?</p> <p>What Did You Like?</p> <p>Low Points? Didn't Like?</p>					

STRENGTHS	AREAS OF NEEDED IMPROVEMENT

TOPGRADING GRADE (circle one): A B C

REALISTIC EXPECTATIONS

Titles/Roles	Criteria For Change:	Current Benefits Package?
Function		<i>Medical</i> <i>Dental</i> <i>Vision</i> <i>Costs of MDV</i> <i>401K matching</i> <i>Pension</i> <i>Profit Sharing</i> <i>Bonus</i> <i>Vacation</i> <i>Tuition Reimbursement</i> <i>Relocation Allowance? Repayment?</i>
Ultimate Goal (5 to 10 Years)		
Industry/Product Preferences		Timeline:
Size of Company/Dept.		Who Influences Your Decision?
Company Culture	Travel Commute Time/Distance	Target Income (base/total comp): Least Acceptable:
Leadership Style/What Style Do You Respond To?	Open to Relocation? / Assistance Required?	Companies You Would Like To Work For:
Deal Breakers/What Would You Walk Away From?	What Happens When There Is A Counter Offer?	

1. Recruiter's Impression	
2. Pointers for Interview Prep	
3. Flags	

EXTRA NOTES HERE!



Honesty Immediate Feedback Decisiveness Who Do You Know?



PRORECRUITERS
An Array Company

EXCEPTIONAL SERVICE FROM EXCEPTIONAL PEOPLE

Precisely assessed and trained labor
that delivers the **RESULTS** you need

OUR SUPERIOR WORKFORCE SOLUTIONS ARE DRIVEN BY PRORECRUITERS PRECISION TRAINING:

A tech enabled
platform inspired
by the 100-year-
old US military
approach to
training and
development.



Coach for Success

Data-Driven Human Touchpoints to
Inspire Engagement & Performance



Teach & Verify the Precise Skills Required for Your Job

Quantum Credentialing & Personalized
Training to Eliminate Skill Gaps



Train the Basics of Modern Work

Assessment-Driven, Self-Paced
Training Modules



Source Candidates with Integrity & Motivation

Algorithmically-Driven Sourcing and
Assessment With a Human Touch

WHY HIRE OUR TALENT:

**Trained
workforce!**

**Quality talent
that produces
quality work!**

Reliable!

High retention!



We used ProRecruiters to provide candidates for a position and really enjoyed working with them! They were professional, thorough, and communicated very well. I've worked with a number of firms and ProRecruiters was the one that provided us with the best communication throughout the search. We worked with Becky and would highly recommend her and ProRecruiters!

Curtis H. Client, ProRecruiters



WHAT STOPS YOU
FROM ACHIEVING
YOUR DESIRED
RESULTS?



1 FINDING
ENOUGH
TALENT

2 FINDING
TALENT
WITH THE
RIGHT SKILLS

3 FINDING
ENOUGH TALENT
WITH THE RIGHT
SKILLS

4 RETAINING
YOUR GOOD
TALENT

PRORECRUITERS

**PROVIDES, MANAGES AND MOTIVATES A TRAINED
WORKFORCE TO ALLEVIATE THESE CHALLENGES**

ABOUT US

Connecting people for over a decade, ProRecruiters understands the power of extraordinary people when connected with visionary companies. Regardless of whether you are seeking an employee or seeking a job, we are dedicated to achieving your goals through superior service and total workforce solutions.

ProRecruiters is part of the Array Corporation, the leading technology-enabled enterprise staffing company whose mission is to modernize the staffing industry by fixing how labor is bought, sold and delivered.

WORKFORCE SOLUTIONS:

- Administrative Professionals
- Customer Service Professionals
- Call Center Professionals
- Data Entry Professionals
- Banking/Finance Professionals
- HR Professionals
- IT Professionals
- General Labor Professionals
- Light Industrial Professionals

PRODUCTS:

- Temporary
- Temporary-to-Hire
- Direct Hire
- Mass Hiring Projects
- Payroll Services
- Managed Services



I was pleasantly surprised with ProRecruiters. I met with Becky in early August for a high-level professional position that was eventually given to someone internal to the client company. I did not expect to be contacted again; however, Becky called me regarding a different opportunity for which I am qualified, and I was given an offer. If not for Becky I would never have known about the position. She did a wonderful job and I would not hesitate to recommend her or ProRecruiters.



Gerald C. ProRecruiters Employee



WORK WITH US

Liz Brolick

Lbrolick@prorecruiters.com
(918) 551-7767
prorecruiters.com



PRORECRUITERS
An Array Company



A//RRAY



PRORECRUITERS

Partnering in job matches that last.

1326 East 43rd Court, Suite 200 • Tulsa, OK 74105
918-551-7767 • Fax: 918-551-7804

If you would take a few moments of your time to answer the following questions, it would be greatly appreciated.

Thank you from the staff at ProRecruiters!

Today's Date:	
Candidate's Name:	
Completed By:	
Contact Information:	
Known applicant since:	
Nature of Relationship: (Professional or Personal)	

Character Reference Questions

1. Describe the role you are hiring for. Would this be a good fit for (candidate name)? Why or Why not?
2. What are (candidate name) biggest strengths and weaknesses?
3. What is it like to work with (candidate name)? What would (candidate name) co-workers say?
4. What motivates (candidate name)?
5. What advice would you give (candidate name) future manager to set (candidate name) up for success?
6. What kind of work style do you think would be a good fit with (candidate name)? Why?
7. What else do I need to know about (candidate name) that I didn't already ask?



Proposed Schedule

ProRecruiters is currently finishing up an executive recruitment project placing the Executive Director for the Oklahoma Policy Institute. This will be finished in the next following weeks.

Recruitment Timeline

Action Plan	Projected Timeline (Subject to change and only an approximate timeline)
Submission of Proposal to the City	On July 12, 2022
The City selects vendor, signs necessary contracts	Per Timeline of the City
Team meets with the City and has a Kick-Off Meeting	Within the First Week
Recruiters conduct search of internal database	Within the First Week
Produce marketing/recruitment ads	Within the Second Week
Ads remain open/outbound recruitment efforts run	Within the Third and Fourth Weeks
Complete Applicant Pre-Screening	Within the Fifth and Sixth Weeks
Phone Interviews	Within the Seventh and Eighth Weeks
In-person, Virtual Interviews	Within the Ninth and Tenth Weeks
Reference checks & Dossiers created	Within the Eleventh and Twelfth Weeks
The City interviews candidates	* Per Timeline of the City
The City interviews finalists & makes offer	* Per Timeline of the City
Candidate First Day	* Per Timeline of the City

This is ProRecruiters comprehensive service plan which is broken down into five basic stages:

Stage 1: Recruitment Marketing

ProRecruiters will launch a marketing campaign for the City Manager role, targeting candidates who possess the skill set requested by the City. This campaign will take place over a number of mediums, including internet boards such as Indeed.com, ZipRecruiter, and Monster, and community organizations where an individual with a similar skill-set might already be working. Our marketing capabilities are bolstered by Array Corporation's internal marketing team, which works with Array companies like ProRecruiters to develop advertising material that attracts candidates who possess "the right stuff."

- **Recruitment Campaign Kick-Off** - Our Account Manager (AM) will implement a recruitment campaign for the Deputy Director position. Our AM will designate a recruiter to focus on evaluating candidates. ProRecruiters recruiters will conduct an initial search within our Array Corporation database of approximately 10,000 candidates nationwide.
- **Mining Candidates Using Internal Resources & Talent Portals** - Search efforts are enhanced by utilizing key talent portals such as Indeed.com, ZipRecruiter, and Craigslist in addition to posting job offerings on our website and social media sites (Facebook, Twitter, and LinkedIn). We will expand search efforts using cutting-edge technological tools (i.e., Hiretual) to quickly and accurately source candidates throughout the key talent portals.
- **Pre-Screening Interviews** - The assigned ProRecruiters recruiters will schedule and conduct pre-screening interviews to determine the qualifications, interest, and availability of candidates. In addition, recruiters will determine the fit and relevance to the City's needs for the position.



Stage 2: Interviews

When tasked with filling a specialized job order, ProRecruiters will typically develop a shortlist of 10-12 candidates to interview for the role. Each of these candidates will go through an extensive screening process on our end before they are ever presented to you.

- **Pre-Screening Interviews** - ProRecruiters recruiters will schedule and conduct pre-screening interviews to determine qualifications, interest, and availability. In addition, recruiters will determine the fit and relevance to the City's needs when determining the applicant's availability. The first phone screen is conducted by our Talent Scout team. This is a high-level screen to determine pay requirements, relocation needs, and any basic requirements that are necessary.
- **Evaluation Rubric** - ProRecruiters will create a candidate evaluation rubric to be used for each candidate throughout the duration of the interview cycle. The Rubric will be used to grade candidates on seven to ten skills, attributes & competencies required by the position. Candidates receiving the highest scores on the rubric will be moved forward to the next round of interviews. The Rubric standardizes how we evaluate S.A.M.E. competencies and capabilities. It allows us to reduce human bias and generate solid data.
- **Phone Interviews** - Upon Talent Scout approval, the candidate moves to a second, more in-depth interview with our Lead Recruiter. The Lead Recruiter will interview candidates to determine whether they are the right person for the position. Among the factors considered are their background, skills, experience, personal career goals, and attitude.
- **In-person/Virtual Interviews** - The finest available candidates undergo a final vetting interview designed to assess each candidate's performance on the job. Applicants participate in a virtual or in-person behavioral interview whereby they are asked to describe past behavior and accomplishments to determine whether they are suitable for a position with the City. Questions will be aligned with the City's general or specific placement criteria. The candidate's personal presentation is also considered. ProRecruiters understands that the City will conduct its own interviews, and our team will identify plausible candidates for each position to set up interviews for the City.

Stage 3: Reference Checks & Dossiers

Once final candidates have been identified, ProRecruiters will ensure that the candidates are qualified for the role for which they are applying. To do this, we will verify their credentials and education, check their references, and may, in some cases, ask for proof of certain skills, such as providing writing samples.

Candidate Dossiers will be put together for the hiring committee. These dossiers will include the candidate cover letters, resumes, writing samples, reference check results, and the Evaluation Rubric.

Stage 4: Hiring

When a short-listed candidate has been selected for hire, ProRecruiters will conduct a job orientation customized for the City's needs. This job orientation will cover the basic duties of the position, the City's policies and rules, and an introduction to the worksite.



- **Vetting Process** - The finest available candidates undergo a rigorous vetting process designed to assess each candidate's work history and performance on the job. Applicants participate in a digital or phone behavioral interview whereby they are asked to describe past behavior and accomplishments in order to determine whether they are suitable for the Deputy Director position with the City. Questions will be aligned with the City's general or specific placement criteria. The candidate's personal presentation is also taken into account. ProRecruiters understands that the City may wish to conduct its own interviews, and our team will identify 2-4 plausible candidates for each position to set up interviews for Housing Solutions.

Stage 5: Ongoing Services

Throughout the life of the contract, ProRecruiters will be providing ongoing services to the City in the form of regular check-ins and quality assurance calls (as permitted). Our goal is to establish a close working relationship with the City's representatives.

- **On the first day of employment, our Lead Recruiter will follow up** with the City's hiring committee and the new employee to make sure onboarding proceeds smoothly.
- **Our Lead Recruiter makes 'quality assurance' phone calls to the City (as permitted)** to ensure that job progress is positive. We have a proactive approach when it comes to client/employee concerns. We will continually engage the employee during their tenure to make sure that the job progress is per City requirements.



Firm's Approach to Unsuccessful Recruitments

ProRecruiters became a full-service HR and recruiting firm in 2014. Having conducted countless direct hire search efforts in varying job tiers across multiple industries, we have become an expert in identifying, targeting, recruiting, and successfully placing qualified candidates. Our company has a vast pool of resources at our fingertips when designing a successful advertising campaign, which has historically yielded a diverse group of applicants for our clients. As stated before, 20% of our business is direct hire or permanent placement. We have a **98% success rate** on placements made.

In the rare case of unsuccessful recruitments, our policy for unsuccessful placements is as follows:

If at least two (or more) qualified candidates are presented, but the City either: (1) fails to interview said candidates within fourteen (14) calendar days from the date of initial candidate presentation, or (2) declines to hire the candidates presented, or (3) fills a position through its own efforts or through another source, there will be no refund of either the Engagement or Presentation Fees.

If ProRecruiters fails in the timeframe outlined above to present at least two (2) qualified candidates, ProRecruiters shall no longer be due a presentation fee and will cease searching for candidates.

If the Fees are paid within the ten (10) calendar days from the Candidate's start date, and if the Candidate's Service Relationship terminates for any reason other than the City's reorganization, lack of funds, change in strategy, or business objectives, acts of God, or any other related circumstances beyond the control of ProRecruiters prior to ninety (90) calendar days from the start of the Service Relationship ("Guarantee Period"), the City shall be entitled to a prorated credit for a replacement of the same position ("Replacement Credit"). The Replacement Credit will only apply provided that the City notifies ProRecruiters in writing of all material facts relating to the termination of the Service Relationship within five (5) business days after its termination. The Replacement Credit will be available for six (6) months from the date of termination. If the Fee is paid after the due date, a thirty (30) day Guarantee Period is in place instead of ninety (90) calendar days. Likewise, ProRecruiters is not responsible for replacing a Candidate where termination of the Service Relationship is due to Candidate resignation due to misrepresentation of Client to Candidate during the interview process. THE REPLACEMENT CREDIT SHALL BE THE CITY'S SOLE REMEDY.

ProRecruiters guarantee is valid only if ProRecruiters receives payment of all fees, in full, within the allotted timeline agreed upon within this contract. The City may cancel this Agreement at any time by providing written notice but in such event shall not be entitled to a refund of the engagement fee. If a candidate presented during this search enters an employment or service relationship with the City within one year after ProRecruiters and the City's most recent communication relating to the candidate, the balance of the Total Service Fee will be due and payable when candidate starts working.



Fee Proposal

	City Manager Fees
Total Fee	20% of First Year's Salary
Fee Upon Contract Award	\$5,000.00
Fee for Candidate Presentation	\$5,000.00
Balance	Balance is invoiced at candidate start date

The City will make three payments to ProRecruiters totaling 20% of the first-year salary. ProRecruiters will invoice the City upon completion of the steps as indicated above. Invoices will be due NET 10 from the invoice date.

Invoice #1 will be due NET 10 days after the contract has been awarded (Engagement Fee of \$5,000).

Invoice #2 will be due NET 10 days after candidates are submitted to the City (Presentation Fee of \$5,000).

Invoice #3 will be due NET 10 days after the candidate starts work (20% for First Years Salary).



We appreciate the opportunity to bid for the City!

ProRecruiters is much more than just another staffing agency or executive search firm. We see ourselves as your business partner — an invaluable resource that will take you where you want to go, and continually support you through any level of organizational growth and development.

We provide our clients with a wide spectrum of staffing strategies, marrying today's cutting-edge technologies with old-fashioned, time-tested values of consistency, courtesy, and commitment. As an Array Corporation subsidiary, we continue to provide the signature services that defined our excellence prior to being acquired; our services are now enhanced by the vision Array brings to the staffing industry.

Thank you for your time!