

CITY OF TROUTDALE CITY ADMINISTRATOR RECRUITMENT



REQUEST FOR PROPOSALS FOR PROFESSIONAL RECRUITMENT CONSULTING SERVICES

INTRODUCTION

The City of Troutdale is soliciting proposals from qualified professional firms with experience in the development, design and implementation of a customized recruitment process for the position of City Administrator, the City's Chief Operating Officer.

The City of Troutdale was incorporated as a municipal corporation in 1907 and serves 15,535 citizens. The City provides a full range of municipal services, including police protection, street construction and maintenance, water, sanitary and storm sewer, parks, land use, planning and zoning, public improvements, municipal court and administrative services. The City contracts for fire service with the City of Gresham.

The governance of the City is vested in the Mayor and City Council. The Council is composed of seven elected members including the mayor. The City Administrator is appointed by the Council and is responsible for all city functions.

The City employs 79.5 employees under the direction of the City Administrator. The total budget for the City is approximately \$28 million.

SCOPE OF PROFESSIONAL RECRUITMENT SERVICES

The City wishes to conduct a nationwide search for a new City Administrator. The City is requesting professional assistance to develop a recruitment strategy and selection process. The project scope will be negotiated but will most likely include development of a candidate profile, creating a detailed recruitment schedule and a screening selection process to determine the best fit for Troutdale. Consideration should be given to the methods necessary to attract a variety of qualified candidates with experience.

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

- Work under the direction of the Mayor and City Council to create and develop a timeline and recruitment/selection process which includes development of standards, criteria and policy directives used in hiring a City Administrator.
- Provide the City with a clear written scope with projected costs and schedule. Include in your proposal your firm's policy/position should the recruitment and/or the selection process prove to be unsuccessful.

- After evaluating input from the Mayor, Council, citizens, City Department Heads and possibly others, the consultant will prepare a candidate and community profile for use in recruitment brochures.
- Consultant must be available to manage and oversee the recruitment process over the duration of the project (including participation in the interviews).
- Prepare a recruitment brochure and advertisement. The project cost proposal must include separately a proposed advertisement plan and an estimated budget. These expenses will be paid by the City.
- Project cost proposals must include consultant's lump sum payment schedule including a breakdown of billable costs and how they are to be charged. Billing terms and procedures should be clearly stated.
- Conduct the initial screening of applicants and provide a recommendation/ranking.
- Develop interview questions and a rating method for the Council to use.
- Schedule interviews.
- Conduct a thorough background investigation on the finalist.
- Prepare all correspondence to applicants.
- All of the above elements must be addressed in the submittal in sufficient detail to allow the review committee to determine reasonableness of the planned approach and corresponding cost.

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

Content of Proposals and Proposed Deadline

Proposals should include a brief history and introduction of the company or firm. All proposals should include names of references from other public organizations for which comparable services have been rendered.

The deadline for receiving proposals is **5:00 p.m. on March 12, 2010**. Proposals should be signed by an authorized individual from the firm and must be valid for at least 60 days.

Please submit the proposal to:

Debbie Stickney
City Recorder
City of Troutdale
104 SE Kibling Avenue
Troutdale, OR 97060

All questions or requests for information should be submitted to Debbie Stickney, City Recorder, at 503-674-7237.

The City reserves the right to reject any or all proposals. The City will not be liable for, nor pay any cost incurred by responding firms relating to the preparation of proposals or the making of presentations.

Proposal Evaluation and Selection

Although proposals may be opened and reviewed prior to the closing date, proposals will not be disclosed to competing firms or to the public until after the award of the contract. The award of the contract will not necessarily be based on the lowest maximum fee proposed. The City plans to have interviews completed and select the consultant by March 31, 2010.