

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: CITY MANAGER RECRUITMENT PROPOSALS

DATE: August 9, 2023

Background

The attached Request for Proposals was posted and sent to organizations that conduct executive recruitment services. The responses to the RFP are due at 1:00 pm on Friday, August 11th. The proposals received will be distributed to the City Council and posted on the City Council agenda Friday afternoon so they can be reviewed and considered at the August 14th City Council meeting. A scoring sheet using the criteria identified in the City's Purchasing Rules to assist with the review of the proposals is also attached. (Additional score sheets will be distributed with the proposals.)


After review the City Council can select a consultant, request an interview of any or all of the respondents, ask for more information or reject all the proposals. The Council should discuss the direction they wish to proceed in the process.

Recommendation

That the Council review the proposals submitted and determine a direction they wish to pursue.

Cost

No cost to review the proposals.



Richard Meyers, City Manager

Request for Proposals – Personal Services

At the Special City Council Meeting on Monday, July 10, 2023 the Cottage Grove City Council discussed the options for recruiting a City Manager for Cottage Grove. Because of the number of major projects underway and the burden the recruitment would create for staff, the Council came to a consensus to secure a third party to assist the City Council with a full recruitment process for the next City Manager.

The City of Cottage Grove is requesting proposals to perform City Manager Recruitment services. Proposals must be submitted by 1:00 pm, Friday, August 11, 2023 to: Richard Meyers, City Manager, 400 E. Main Street, Cottage Grove, Oregon 97424 or email: citymanager@cottagegrove.org.

The City Council is looking for recruitment assistance for a new City Manager. The scope of the work is to assist them through the entire process beginning with planning and preparing for the process and culminating with the selection and appointment of the new manager that would include at least include at least the following:

- Review the current job description and compensation and make recommendations.
- Design the recruitment process, schedule, scope of marketing and creative marketing materials.
- Develop a profile for the community and the position that will highlight the opportunities and characteristics of the community as well as a profile of a successful candidate.
- Develop a strategy for marketing the position to reach potential candidates.
- Track applications and prepare responses to applicants.
- Establish criteria to review and screen applicants.
- Initially screen applicants, providing information to the City Council on the qualified candidates.
- Assist the Council developing the structure and schedule of final interviews, including the debriefing and evaluation process.
- Perform reference and background checks.
- Assist the City Council in decisions, job offer, contract negotiations and employment agreement.

Proposals will be evaluated and selected based on:

- Total cost for the full City Management Recruitment service and identification of estimated costs or rates for extra services.
- Specialized experience in executive recruitment.
- Capacity and capability to perform the recruitment timely.
- Educational and professional records including past record of performance on recruitment contracts with other cities, including information about cost controls, quality of work, coordination with elected officials, ability to meet schedules, and contract administration.
- Availability to meet regularly with the City Council and familiarity with the area.
- Knowledge and characteristics of the city manager position.

The City Council will review the proposals at the August 14, 2023 City Council meeting. They reserve the right to interview any or all of the respondents as a part of the review process. The City will be providing a personal services contract and anticipates having the contract signed by August 24, 2023.

For more information, please contact Richard Meyers, City Manager at:(541)942-5501

City Manager Recruitment Proposal Review Score Sheet

Proposal: _____

Reviewer Name: _____

	Points
<p>Total Cost for the full City Management Recruitment service and identification of estimated costs or rates. (15 points) <i>Notes:</i></p>	
<p>Specialized experience in executive recruitment. (15 points) <i>Notes:</i></p>	
<p>Capacity and capability to perform the recruitment timely. (15 points) <i>Notes:</i></p>	
<p>Educational and professional records including past record of performance on recruitment contracts with other cities, including information about cost controls, quality of work, coordination with elected officials, ability to meet schedules, and contract administration. (15 points) <i>Notes:</i></p>	
<p>Availability to meet regularly with the Council and familiarity with the area. (15 points) <i>Notes:</i></p>	
<p>Knowledge of characteristics of the city manager position. (15 points) <i>Notes:</i></p>	
<p>Total (90 points)</p>	