AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgement of County Manager Signature; Assis

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

The attached was signed and distributed by County Manager Matthew Birnie on 7/1/16.

Fiscal Impact: $16,500 plus expenses

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
Not specifically located in 2016 budget. Will request budget amendment in December. Sufficient available resources to cover this cost in the general fund. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/3/2016

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 7/13/2016 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:
Prothman reduced their price by $2000 because we did not exercise our warranty option to have them conduct another search for Human Resources Director.

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 7/14/2016

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 7/19/2016

Revised April 2015

PROTHMAN

June 30, 2016

Mr. Matthew Birnie
County Manager
Gunnison County Administration
200 East Virginia Ave.
Gunnison, CO 81230

Dear Mr. Birnie:

Thank you for your confidence in Prothman to assist Gunnison County in the recruitment for its next Assistant County Manager. The following represents a scope of work for this search and associated professional fees and expenses.

SCOPE OF SERVICES

Project Review

The first step will be to review the following topics:

- Review the scope of work and amend as needed
- Review the project schedule
- Identify the geographic scope of the search (local, regional or national)
- Review the compensation package and decide if a salary survey is needed
- Identify key stakeholders

Information Gathering and Research

Our goal is to thoroughly understand the values and culture of Gunnison County, as well as the preferred qualifications you desire in your next Assistant County Manager. We will:

- Meet via phone conference with the County Manager and others as directed
- Review all documents related to the position

Position Profile Development

Once we have a firm understanding of the preferred candidate qualifications and the values, culture and challenges of your organization, we will develop a profile of your ideal candidate. Profiles include the following:

- **A description of the ideal candidate's qualifications**
  - Years of related experience and education required
  - Ideal personality traits and work habits
- **Organization-specific information**
  - Description of the position and key responsibilities
  - Description of the organization and services summary
  - Number of employees and budget size
  - Priorities and current challenges facing the organization
- **Community-specific information**
  - Overview of the region, description of the environment, and quality of life details
- **Compensation package details**
- **Information on how to apply**

Recruitment and Advertising Strategy

Our recruitment strategy involves the following:

- **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified management professionals who are not actively searching.
- **Contact Calls** placed directly to potential candidates.
- **Posting the Position Profile on the Prothman website**, which receives thousands of hits per month.

Candidate Screening

The screening process has 4 key steps:

1) **Application Review**: We will screen the candidates for qualifications, work history, compatible organization size, and fit based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style).
2) **Personal Interviews**: We will conduct videoconference or in-person interviews with the top 8 to 15 candidates who meet or exceed the preferred candidate qualifications.
3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
4) **Work Session via Skype**: We will prepare a detailed report on each candidate which will include all application materials and the results of the personal interviews and publication search. We will advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process.

Final Interview Process

The Final Interview process includes the design of the process, as well as completing key steps before the actual interviews take place. The steps are:

- **Design of the Final Interviews**
  The design of the final interviews is an integral component towards making sure that you have the opportunity to learn as much as possible about each candidate. Elements of the design process include:
  - **Deciding on the Structure of the Interviews**
    We will tailor the interview process to fit your needs. It may involve using various interview panels, or just one-on-one interviews with the decision makers.
  - **Deciding on Candidate Travel Expenses**
  - **Identifying Interview Panel Participants**
  - **Identifying Panel Facilitators**
- **Background Checks**
  Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

- **References**
  We conduct 4-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

- **Education Verification, Criminal History, Driving Record and Sex Offender Check**
  We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks. We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.

♦ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we will coordinate the travel arrangements.

♦ **Final Interview Binders**
Final Interview Binders are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.

♦ **Final Interviews with Candidates**
We will travel to Gunnison County and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch.

♦ **Panelists & Decision Makers Debrief**
After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

♦ **Candidate Evaluation Session**
After the debrief, we will facilitate the discussion and evaluation process. We will help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

♦ **Facilitate Employment Agreement**
Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Warranty

♦ **Repeat the Recruitment (if needed)**
Should a contract not be executed with a top candidate, we will repeat the recruitment with no additional professional fee, the only cost would be for expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The professional fee for recruitment services is $16,500, plus expenses.

Expenses

Expenses vary depending on the design of the recruitment. All expenses incurred for conducting the recruitment are the responsibility of the client. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising
- Direct mail announcements
- Delivery expenses
- Final Interview Binders & printing of materials
- Consultant travel, travel time and related expenses
- Background checks performed by Sterling
- Any client-required licenses, fees or taxes
- Candidate travel expenses vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. We will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

A 3% charge will be added to all expenses which reflects City of Issaquah and Washington State B&O tax obligations. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

ADDITIONAL CANDIDATE SELECTION

This contract provides that the client shall hire one (1) candidate from the applicant pool. Should the client wish to hire a second applicant identified by this search, there will be an additional fee. Prothman retains ownership of all application materials submitted by the applicants.

GUARANTEE

Our record of success in placing highly qualified candidates provides that Prothman will guarantee that if the selected finalist is terminated or resigns within **one year** from the employment date, we will conduct a replacement search with no additional professional fee, your only cost would be the expenses; on the conditions that Prothman has conducted a full recruitment process and the position has been recruited at market rate salary.

CANCELLATION

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

GUNNISON COUNTY		PROTHMAN	
7-01-16		6/30/2016	
Matthew Birnie	Date	Greg Prothman	Date
County Manager		President	