



MUNICIPAL CONSULTING SERVICE

Executive Search

Proposal for Executive Search Services for the Position of Town Planner

VIA EMAIL: selectman@colchesterct.gov

July 5, 2022

Hon. Andreas Bisbikos
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear First Selectman Bisbikos,

In response to your request, we provide this Proposal for Services. The goal of CCM's Municipal Consulting Service's Executive Search (MCS-ES) service is to seek out and recruit experienced candidates and to assist the Town in selecting highly qualified individuals who meet the profile and needs of the Town and who might not otherwise apply for the position. We are familiar with the candidate pool and with Connecticut's cities and towns, having conducted a number of searches within the association. MCS-ES is pleased to provide you with this proposal that details our process to conduct an executive search for a new Town Planner. Our approach is highly interactive and involves the Town in all important steps of the process.

Our Approach

After reviewing written materials to be provided by the Town and, if necessary, meeting with stakeholders to determine the key selection criteria for the search and related scope of work, we will conduct the following steps:

- Analyze the position and draft a Position Profile/Recruitment Brochure
- Review and make recommendations on the Position job description
- Review comparable compensation levels and make recommendations on the Position compensation
- Recruit for the position on a regional and/or national basis
- Invite potential candidates to apply who meet the criteria established by the Town

- Review and screen applications; conduct preliminary interviews of selected candidates
- Recommend candidates for interview by the Town; assist with suggested interview questions and candidate evaluation forms if needed
- Following selection of finalists by the Town, conduct background checks and report to the Town
- Conduct final pre-employment background check for successful candidate, if requested, and assist in finalizing onboarding as needed

1. Position Analysis

As necessary, we will consult with the Town's key stakeholders in order to determine the Town's vision/mission, goals and objectives, the needs, issues and requirements of the job.

2. Job Description

We will obtain a copy of the current job description and compare it with job descriptions for similar local governments regionally. Based on this review, we will make recommendations to the Town for modifications to the current job description.

3. Compensation

We will review the current total breakdown for the compensation and fringe benefit level for the position and compare it to other local governments. Based on this review, we will make recommendations to the Town for modifications to the current compensation.

4. Recruitment Process

We will utilize our contacts and experience ("networking") together with traditional recruitment methods to conduct a professional search for the best qualified applicants and invite them to apply for the position.

We will provide the Town with several advertising alternatives with varying degrees of cost and their associated benefits. Based on our discussions with and as instructed by the Town, we will place ads in professional journals, online at appropriate websites, and in various minority and women's publications to encourage applicants to apply.

5. Resume Review/Candidate Screening

We will review and analyze each applicant's background and experience against the position description criteria as contained in the approved "Position Profile/Recruitment Brochure". Criteria may include such items as education, technical knowledge, experience, certifications, accomplishments, management style, personal traits, etc. Screening of candidates against those

criteria will be based on data contained in the resumes and other data provided by or developed about the candidate.

At this stage, each candidate must meet the minimum qualifications specified in the Position Profile/Recruitment Brochure. This initial screening will be conducted by telephone and/or interactive video with the prospective candidate. Once the initial screening is completed, we will select the prospective candidates who most closely match the criteria established by the Town and immediately forward our recommendation to the Town.

6. Finalist Interview Process

The Town shall determine which of the recommended candidates will be considered finalists. As part of the process in evaluating final candidates, we complete detailed reference checks. In conducting these, it is our practice to speak directly to individuals who are now or have previously been in a position to evaluate the candidate's job performance. We also verify past employment difficulties, if any, including reasonable due diligence on any legal action filed against current or former employers.

The output of this step will be formalized and submitted to the Town as part of the final interview process.

7. Pre-employment Background Investigations

If requested by the Town, we will conduct a background check of the selected finalist, which might include verification of undergraduate and graduate college degrees, credit checks, and criminal checks. As an additional option, if requested, we will arrange for psychological (or similar) testing of the selected finalist.

Schedule

We will begin working immediately upon approval of the proposal. The time to complete the search will be agreed upon by both parties prior to initiation of work.

Guarantees

We are committed to excellence. We guarantee the highest quality of work and its success in your community. To accomplish this, we will continue the work until the Town is satisfied with the candidates and a satisfactory candidate is selected and accepts employment. We offer a 90 day guarantee and will redo the search if the position is vacated within that time period.

Reasonable Fees

Our fee to conduct a search for executive level positions is 17% of the first year's salary, plus expenses not to exceed \$5,000 for a local search and \$7,000 for a national search. Expenses

include costs such as advertising, travel and background checks. Fees will be billed directly to the Town. The cost for the final candidates to travel to interview with the Town is not included.

The Town's liability to CCM's Municipal Consulting Service Executive Search for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by the Town in writing.

We will bill for our services upon completion of the hiring process. Expenses will be billed in addition and shown as a separate figure.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities.

We assure you that we will devote our best efforts to carrying out the engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us.

This Proposal for Services constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Connecticut.

Thank you for the opportunity to present our proposal. I look forward to hearing from you.

Sincerely,

Beth Scanlon

Beth Scanlon
Member Engagement and Programs Manager

Above agreed to by: _____
Name / Title / Date