

CITY OF CANNON BEACH

Request for Quotes

Recruitment Services for City of Cannon Beach City Manager

The City of Cannon Beach, Oregon is inviting qualified firms to submit quotes for recruitment services for the position of City Manager. If your company would like to be considered for this engagement, please provide a quote which conforms to the description of services. Written quotes should be emailed to the City at cityhall@ci.cannon-beach.or.us by 3:00pm Monday, June 12, 2017.

Late quotes will not be considered. The City of Cannon Beach may reject any quote for good cause or upon a finding that it is in the public interest to do so. The City envisions a process that contains the following elements:

Description of Services:

- Work with the City Council to develop a candidate profile by facilitating and conducting at least one external community stakeholder meeting and one internal stakeholder meeting with City staff.
- Validate desirable candidate characteristics through discussions with the City Council and staff.
- Develop recruitment brochures and related materials.
- Advertise and market the position.
- Conduct qualifications screening of applications.
- Develop, distribute, collect, and evaluate supplemental questions.
- Conduct preliminary phone interviews with most qualified candidates and recommend semi-finalists for screening interviews at the City.
- Coordinate on-site interviews with semi-finalists, including panels of City staff, professional peers and public representatives in the process.
- Recommend finalists to Council and coordinate Council interviews.
- Conduct reference and criminal/financial background checks as needed.

- Assist City with contract negotiations as needed.
- Maintain appropriate written contact with applicants at each phase of the recruitment.

Quotes should include the following information:

1. Name of the person or persons who will be directly responsible for the City's project, their relationship with the firm, and state the number of years of experience they have recruiting for public clients.
2. Describe how the firm would provide the identified scope of services.
3. Estimate the time necessary to complete each phase of the project.
4. Does the firm carry professional liability insurance? If so, please indicate Company and amount.
5. List at least two public entities for which the firm has performed similar work within the last three years and provide the name and telephone number of a person to contact for reference.
6. Provide any other information relative to the firm that might be pertinent to selection as the City's consultant for this project.
7. Provide payment terms required for services rendered.
8. Identify the expenses covered under the schedule.
9. Identify any fees and expenses that would not be covered under this schedule but might be required in order to implement the firm's program.