

CITY COUNCIL REPORT

DATE: March 26, 2009

TO: Phillip L. Nelson, City Manager

FROM: Peggy E. Sears, Human Resources Director *PE*

SUBJECT: **AGENDA ITEM** – Evaluation of Proposals to Conduct Executive Search for City Manager

City Council will discuss the recruitment process for City Manager on Monday, March 30, 2009, including the evaluation of proposals received from executive search firms. Attached is the evaluation form, as revised by City Council on March 23, 2009, and a recommended evaluation process as recommended by the Human Resources Director and Purchasing Director, which utilizes the City's standard evaluation criteria.

Background:

- On March 2, 2009, City Council discussed the recruitment process for the position of City Manager and determined that proposals should be requested from executive search firms
- Proposals were received from six search firms by the deadline of March 19, 2009
- City Council agreed to an evaluation form for the purpose of evaluating the proposals
- City Council was provided with a recommended evaluation process

Financial Considerations:

- Should a search firm be selected to conduct an executive search, direct costs of this process are as outlined in each firm's proposal
- Indirect costs would include administrative expenses not directly reflected in the written proposals such as staff time to assist in the search process, including coordination of meetings, on-site interviews, public forums, etc. with the consultant, and travel expenses of candidates

Legal Considerations:

The evaluation of proposals and the executive search process would comply with City purchasing practices and appropriate laws including the Open Meetings Act.

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Policy Considerations:

- The process of selection of a City Manager supports each of the City's goals

Options:

- Select an executive search firm based on consensus of the results of the evaluation process
- No search firm is selected

Attachments

**EVALUATION FORM
EXECUTIVE SEARCH
POSITION OF CITY MANAGER**

RATER # _____

VENDOR		A	B	C
NAME:	MICHIGAN MUNICIPAL LEAGUE	CHARLES BLOCKETT, JR. & ASSOC.	SMITH RECRUITING	
ADDRESS:	1675 Green Rd Ann Arbor, MI 48106	3637 Waverly Hills Rd Lansing, MI 48917	5600 West Maple Rd., Ste B210 West Bloomfield, MI 48322	
CITY/STATE/ZIP:				
PHONE/FAX:	Ph: 734-669-6371	Ph: 517-484-3362 fax: 517-484-3730	Ph: 800-728-0168	

EVALUATION CRITERIA	Point Value	INFORMATION	SCORE	INFORMATION	SCORE	INFORMATION	SCORE
ABILITY TO MEET OBJECTIVES: -Position Analysis -Recruitment Process -Resume Review -Candidate Screening -Background Investigation -Interview Process -Negotiation & Follow-up	24						
EXPERIENCE/QUALIFICATIONS: -Conducting Private as well as Public Sector Executive Searches -Recent Searches in Michigan (within last 4 years) -Knowledge of municipal government (laws, administration, finance)	24						
INTERVIEW	4						
PERSON ASSIGNED: -Experience -Accessibility	24						
COST TO COMPLETE PROJECT	24						

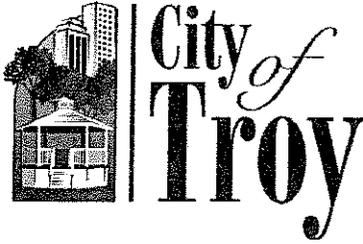
**EVALUATION FORM
EXECUTIVE SEARCH
POSITION OF CITY MANAGER**

RATER # _____

VENDOR		D	E	F
NAME:	CPS HUMAN RESOURCES SERVICES	DEACON GROUP	The Waters Consulting Group, Inc.	
ADDRESS:	444 North Capitol St, Ste 544	47710 Van Dyke	5050 Quorum Dr., Ste 625	
CITY/STATE/ZIP:	Washington, DC 20001	Shelby Twp, MI 48317	Dallas, TX 75254	
PHONE/FAX:	Ph: 202-355-7308 Fax: 202-220-1394	Ph: 586-992-9700 Fax: 586-992-8723	Ph: 214-466-2441 Fax: 972-481-1951	

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INTERVIEW	4				
PERSON ASSIGNED: -Experience -Accessibility	24				
COST TO COMPLETE PROJECT	24				

MAXIMUM SCORE: 100



REPORT TO CITY MANAGER

March 24, 2009

TO: Phillip L. Nelson, City Manager
FROM: Susan A. Leirstein, Purchasing Director
SUBJECT: Evaluation Process – Executive Search – Position of City Manager

- On March 9, 2009, various executive search firms were invited to participate in a request for proposal process to select the City's new City Manager.
- Six (6) firms responded by the deadline of March 19, 2009. City Council is the formal committee who will make the decision as to the selection of the most qualified firm. In order for the process to be as objective as possible, I recommend using the City's standard evaluation criteria, which consists of the following —
- **Phase 1: Minimum Qualifications Evaluation**
Firms are required to meet minimum established criteria in order to go to the second phase of the process.
Example: Search must be completed within 120 days.
- **Phase 2: Evaluation of Proposals**
Each City Council member will independently use the weighted score sheet to evaluate the proposals; each Council member will calculate a weighted score. The scores of the Council Members will be averaged into one score for each firm for this phase of the process. Note: The interview and cost to complete portions will be rated in the appropriate phase.
- **Phase 3: Interview Score - Optional**
City Council, at its option, should invite at least the top three (3) rated firms to participate in an interview. If less than three (3) candidates remain in the process, all should be interviewed. Each City Council member will independently use the weighted score sheet to evaluate the Interview; each Council member will calculate a weighted score. The scores of the Council members will be averaged into one score for each firm for this phase of the process. Those being interviewed may be supplied with further instructions and requests prior to the interview. Persons representing the firm at the interview must be the personnel who will be assigned to this project.
- **Phase 4: Price**
Points for price can be calculated as follows:

FORMULA - $\{1 - (\text{Proposal Price} - \text{Low Price}) / \text{low price}\} \times \text{available points}$

- **Phase 5: Final Scoring and Selection**

4 pts Interview Score - optional
72 pts Proposal Score
24 pts Price Score
100

This process will incorporate the values and opinions of all City Council members and ensure a fair and equitable process for all participants. Those who serve on evaluation committees are held in the highest regard and should be free from bias or conflict of interest.

This process provides an organized means to an end..... to select the most qualified firm to perform the search for the City's new City Manager. If requested, I would be privileged to act as facilitator for the recommended process.