RESOLUTION 2018-071        PASSED: JUNE 25, 2018

AUTHORIZING AN AGREEMENT WITH GOVHR USA, LLC
FOR THE PURPOSE OF ASSISTING IN THE
RECRUITMENT AND SELECTION OF A CITY MANAGER
IN AN AMOUNT NOT TO EXCEED $13,000, WITH STAFF
AUTHORIZATION FOR ADDITIONAL EXPENSES.

WHEREAS, the City of DeKalb is a home-rule Illinois Municipal Corporation with powers
and authority pursuant to the Illinois Constitution of 1970 and the applicable provisions
of the Illinois Municipal Code; and,

WHEREAS, the City has negotiated a professional consulting agreement with GOV
HR USA, LLC and the City Council finds that said agreement is necessary and
advantageous to the City, and protects the health, welfare and morals of the City’s
residents and students within the City;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
DEKALB, ILLINOIS:

Section 1: The Professional Services Agreement is approved in the format attached
hereto, subject to such minor changes as shall be acceptable to the Mayor with the
recommendation of the City staff, with total expenditures with GOVHR USA, LLC
for this project not to exceed $13,500. Further, City staff is authorized and directed
to take all actions contemplated therein, including but not limited to actions
relating to the coordination of undertaking a City Manager selection process and
related matters. In addition, staff is authorized to incur and pay expenses
relating to the travel or accommodations of candidates for the City
Manager selection process as may be necessary for conduct of the process (it
being recognized that such expenses are outside the scope of the Agreement).

Section 2: That the Deputy City Clerk of the City of DeKalb, Illinois be authorized and
directed to attest the Mayor’s Signature and shall be effective thereupon.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois, at
a Regular meeting thereof held on the 25th day of June 2018, and approved by
me as Mayor on the same day. Passed by an Omnibus 7-0-1 roll call vote under the
Nay: None. Absent: Noreiko.

ATTEST:

RUTH A. SCOTT, Deputy City Clerk  JERRY SMITH, Mayor
CONTRACT
DeKALB, ILLINOIS
AND
GovHR USA, LLC

The City of DeKalb, Illinois agrees to retain GovHR USA, LLC ("GovHR") for the purpose of assisting in the recruitment and selection of the City Manager of DeKalb. The City issued an RFP for executive search services for the City Manager on or about April 24, 2018, and GovHR responded with a Proposal dated May 10, 2018. The City and GovHR then agreed to narrow the scope of services to those outlined in the attached letter from GovHR to the City dated June 12, 2018. GovHR will conduct only the services described in the June 12th letter. The Guarantee described in GovHR’s original proposal will not apply to the services provided herein.

**Total Project Cost:** $11,500 ($8,000 for recruitment fee; $3,000 not-to-exceed advertising costs; and $500 not-to-exceed expenses). Advertising costs and recruitment expenses will be itemized on our invoices.

**Optional Services:** Third Party Background Checks - $175 per candidate

**Payment Terms:** The Recruitment Fee will be invoiced in two (2) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon execution of the contract. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. Payment is due within 30 days of receipt of the invoice. Payments not received within 30 days will incur a 2% monthly surcharge.

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**Accepted:**

THE CITY OF DEKALB, ILLINOIS
BY:
TITLE:
DATE:

GovHR USA, LLC
BY: [Signature]
TITLE: President
DATE: 6-25-18

630 Dundee Road, Suite 130, Northbrook, IL 60062
Local: 847.380.3240  Toll Free: 855.68GovHR (855.684.6847)  Fax: 866.401.3100  GovHRUSA.com
EXECUTIVE RECRUITMENT  INTERIM STAFFING  MANAGEMENT AND HUMAN RESOURCE CONSULTING
June 12, 2018

Ms. Cris Randall
Human Resources Director
City of DeKalb
200 S. Fourth Street
DeKalb, IL 60115

Dear Ms. Randall,

Thank you for the opportunity to provide the City of DeKalb with additional information regarding our proposal to assist in the recruitment and selection process for DeKalb’s next City Manager. Here is additional detail as requested:

Provide access to qualified candidates - $2,000

GovHR has conducted over 400 recruitments in 29 different states. This provides us with a database of candidates and contacts that we can draw upon for DeKalb’s City Manager opportunity. More than 5,000 candidates have requested to have position announcements sent to them whenever we have a new opportunity. In addition to our headquarters in Illinois, we have consultants located in Arizona, Wisconsin, Indiana, Michigan and Florida. The contacts each of these consultants has will assist us in identifying potential candidates.

- Create a professional profile - $3,000 (assumes two full days and one night of stakeholder interviews)

GovHR’s consultant will conduct individual interviews with each member of the council, each department head and any other stakeholders the City designates. That is typically two full days of work plus often an evening. The cost for these interviews plus review of the City’s budget, strategic plan, comprehensive plan and other documents is approximately $2000. The actual drafting of the brochure and the layout of the brochure costs approximately $1000.

- Direct an effective advertising and marketing of the opportunity on a regional or national scope - $3,000

Attached is a list of websites we typically use. The staff cost to place these announcements is $500. We pass through the actual costs to the client and do not upcharge advertising fees. In addition, we pay for access to a database of all city managers in the country (the database is updated quarterly for accuracy). We can obtain the emails and do a targeted outreach on behalf of the City of DeKalb. We can target candidates who serve cities similarly sized to DeKalb and also target regions of the country. Finally, we will personally contact candidates we think would
be a good fit for the position and market the opportunity at professional conferences we attend this summer such as the Michigan City Managers’ conference in mid-July.

• **Pre-screen candidates - $3,000**

GovHR typically spends an hour in a skype or facetime interview with potential finalist candidates. Typically, we will interview 15-20 candidates. We also conduct two reference calls on each candidate that is presented to the City. This does not preclude the City from reviewing all of the resumes and selecting candidates to interview that were not pre-screened. Pre-screening provides an objective, third party assessment of the candidates’ skills and abilities as well as their professional demeanor. We would also conduct a social media search and print media search on each of the finalist candidates. All of this provides important information on the candidates to the Mayor and City Council.

Please let me know if I can provide you with additional information. I can be reached at 847-902-4110.

We hope to have the opportunity to work with the City of DeKalb on this important recruitment!

Best wishes,

Heidi Voorhees
President, GovHRUSA
June 12, 2018

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Heidi Voorhees  
President, GovHRUSA
## Advertising Sources and Estimated Costs - GovHR

<table>
<thead>
<tr>
<th>Organization</th>
<th>Cost of Advertisement</th>
</tr>
</thead>
<tbody>
<tr>
<td>International City/County Management Association (ICMA)</td>
<td>$445</td>
</tr>
<tr>
<td>Illinois City/County Management Association (IAMMA)</td>
<td>$50</td>
</tr>
<tr>
<td>Iowa League of Cities</td>
<td>$130</td>
</tr>
<tr>
<td>LinkedIn.com</td>
<td>$250</td>
</tr>
<tr>
<td>Local Government Hispanic Network (LGHN)</td>
<td>$75</td>
</tr>
<tr>
<td>Michigan Municipal League</td>
<td>$225</td>
</tr>
<tr>
<td>Minnesota Municipal League-League of MN Cities</td>
<td>$150</td>
</tr>
<tr>
<td>Missouri Municipal League</td>
<td>$150</td>
</tr>
<tr>
<td>National Forum for Black Public Administrators (NFBPA)</td>
<td>$350</td>
</tr>
<tr>
<td>National League of Cities (NLC)</td>
<td>$350</td>
</tr>
<tr>
<td>Professional Diversity Network</td>
<td>$395</td>
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<tr>
<td>Strategic Government Resources</td>
<td>$50</td>
</tr>
<tr>
<td>Wisconsin City/County Management Association</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,670</strong></td>
</tr>
</tbody>
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## Additional Advertising Sources and Estimated Costs - HR

<table>
<thead>
<tr>
<th>Source</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Society for Public Administration (ASPA)</td>
<td>$250</td>
</tr>
<tr>
<td>GovernmentJobs.com</td>
<td>No fee</td>
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<tr>
<td>(included in NeoGov’s subscription)</td>
<td></td>
</tr>
<tr>
<td>Illinois Municipal League (IML)</td>
<td>$35</td>
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<tr>
<td>Northern Illinois University (Huskies Get Hired)</td>
<td>No fee</td>
</tr>
<tr>
<td>PublicSalary.com</td>
<td>No fee</td>
</tr>
<tr>
<td>(included in annual subscription)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$285</strong></td>
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</tbody>
</table>