



Town of Drumheller

Request for Proposal – Professional Services

Recruitment of Manager of Utility Services

Closes 2:00 PM Local Time on Tuesday, July 17, 2019

The Town of Drumheller is seeking proposals from qualified executive search professionals or corporations to assist in the recruitment of the following position:

- Manager, Utility Services

To be considered for this RFP, interested consultants are requested to provide their submission to the following address by mail, courier or email (no fax please), not later than **Tuesday, July 17, 2019 at 2:00 PM Local Time:**

**Town of Drumheller
224 Centre Street
Drumheller, Alberta
T0J 0Y4**

**ATTENTION: Ms. Barbara Miller, CPA, CGA, CLGM,
Deputy CAO/Director, Corporate Services**

Email: bmillier@dinosaurvalley.com
Subject line: RFP – Recruiting Proposal

If sending a hard copy, please mark the envelope, “*Private and Confidential – Recruiting Proposal*”. Electronic submissions must be less than 10 MB in total message size including attachments. Please request a read receipt on your email to verify delivery of your proposal.

Received proposals will be evaluated on the basis of the criteria outlined below. Please ensure your proposal addresses the points under each heading in order to permit a complete evaluation. Based on the criteria outlined below, Headings 1 – 4 will be ranked at 25% each.

1. **Consulting Team and Team Leader**

List the individual(s) who will be working on this recruitment project and provide a resume for each, indicating their relevant training and experience. If a team approach will be used, identify the team leader. Describe the role of each team member in the recruitment process.

2. **Methodology and Schedule**

Describe the process to be used in this recruiting project. Outline the work required by you and by the Town in each phase of the project and identify key milestones. Include recommendations on the role (if any) of the following groups and individuals in this recruiting process: The selection committee will be the CAO, Director of Infrastructure Services and one other panel member.

Also indicate what opportunities will be provided for meeting and collaboration between you and Town’s representatives. Finally, provide a practical schedule for achieving each of the milestones identified above.

3. **Historical Performance**

Provide a summary of your related past experience. Pay particular attention to any recent recruiting projects involving senior local government officials in this area of expertise. Where available, provide information on the success of recent recruits found by your firm in their new positions.

Also include client references from recent recruiting projects that the Town can call to verify the professional quality of your work.

4. **Fees and Budget**

Specify whether your fee will be on a fixed price or hourly basis. If hourly, indicate the hourly charge out rate for each member of your team. In either case, indicate a total upset fee amount that will not be exceeded to complete the work you have outlined for this project.

Also include a budget for directly reimbursable expenses such as advertising, travel, meals and accommodation for your team. Indicate whether expenses are recovered on a net basis or if you will be adding any administrative fee for expense recovery.

Other expenses related to this recruiting project such as candidate transportation and accommodation should not be included in your fee and budget estimate.

5. **Guarantee**

Many recruiting consultants stand behind their work by offering to repeat the recruiting process at no cost to the client, should the chosen candidate not work out. Please provide specific information on what, if any, guarantees you will provide to the Town upon conclusion of this recruiting process.

Thank you for your interest in helping the Town of Drumheller recruit this key member of our management team. We look forward to receiving your proposal by **2:00 pm Local Time on Tuesday, July 17, 2019**. If you have any questions on this request for proposal process, please direct them to Barbara Miller at the email address provided earlier in this document. Alternately, you may contact Barbara Miller by telephone at (403)823-1311.

Questions related to the position itself may be directed to Darryl Drohomerski, C.E.T., Chief Administrative Officer, via email at ddrohomerski@dinosaurvalley.com or via telephone at (403)823-1339.

TOWN OF DRUMHELLER
NON UNION SALARY RANGE
FOR
MANAGER UTILITY SERVICES

Low	2	3	4	High
79,298	84,639	89,982	95,324	100,665