



CITY OF EL PASO

Request for Proposal 2024-0080R

Executive Recruitment Services for City Manager

- Strategic Goal 6 –
- Set the Standard for Sound Governance and Fiscal Management
 - 6.3 Set the Standard for Sound Governance and Fiscal Management

City Manager Executive Search Firm

Request for Proposal 2024-0080R - seeking proposals for the Executive Recruitment of City Manager

There were four (4) bids received, 1 from a local supplier

Three-member committee evaluated the proposals:

- ✓ Human Resources

We are recommending award of the RFP to Baker Tilly US, LLP for \$42,585

Scope of Services:

Meeting with Council and Community regarding expectations and strategic planning

Comprehensive Recruitment brochure in both English and Spanish

Spearhead an aggressive direct networking campaign to attract top talent and execute the advertising plan nationally

- ✓ Targeted mailings
- ✓ Selected advertising
- ✓ Networking
- ✓ Direct inquiries
- ✓ Consultant's knowledge of candidates from other searches

Screening of applications and recommendations of semi-finalists

Conduct background checks, reference checks, and academic verifications

Scope of Services, cont'd:

Final Interview and Selection process

- Work with City Council to select finalists through an appropriate interview process
- Work with CoEP staff
- Conduct a community engagement process which includes a minimum of four committees
- Work with City staff to coordinate a formal Meet & Greet with El Paso citizens
- Work with CoEP PIO team to engage and deliver communication to stakeholders and the community
- Triple Guarantee

Timeline

Project Milestones	Timeline
Meetings with Council and community outreach	2 weeks
Position profile and recruitment brochure development	2 weeks
Approve brochure, begin advertising and distribute marketing letter	2 weeks
Execution of recruitment strategy and candidate outreach	4 -5 weeks
Applicant screening and recommendation of semi-finalists	2 -3 weeks
Design final process with the CoEP for on-site interviews with finalists	1 -2 days
Background checks, reference checks and academic verifications	2 -3 weeks
Final report prepared and delivered to the CoEP	1 day
On-site interviews with finalists	1 – 2 days
Offer made/accepted	1 -2 days

MISSION



Deliver exceptional services to support a high quality of life and place for our community.

VISION



Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.



VALUES

Integrity, **R**espect, **E**xcellence,
Accountability, **P**eople

MISIÓN



Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

VISIÓN



Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño



VALORES

Integridad, Respeto, Excelencia,
Responsabilidad, Personas