



CITY OF NEIGHBORS

## **Recruitment Services Proposal**

**Public Works Superintendents**

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## Executive Summary

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LocalGov Staffing Solutions (LGSS) is a recruitment firm dedicated exclusively to serving local government organizations. We partner with municipalities, counties, and special districts to identify and secure high-caliber professionals who demonstrate leadership, integrity, and a strong commitment to public service. With nearly two decades of experience in government recruitment, LGSS understands the unique demands of hiring within local government.

Our objective is to deliver qualified, carefully vetted candidates while reducing the administrative burden on internal leadership teams. Each engagement is structured to ensure a thorough search process and a confident hiring decision.

## Recruitment Process Overview

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LGSS conducts comprehensive recruitment efforts designed to identify and engage qualified public sector professionals. Each recruitment begins with a consultation to define position requirements, organizational priorities, and desired qualifications to ensure alignment from the outset.

We utilize targeted advertising combined with direct outreach to both active and passive candidates. All applicants are screened through live interviews and qualification verification prior to presentation to the client. Only candidates who meet the established criteria are advanced for consideration.

Throughout the engagement, LGSS maintains consistent communication, provides defined timelines, and coordinates all aspects of the interview process. Our approach is organized, efficient, and designed to support a thorough search and a confident hiring decision.

## Innovative Approach

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At LocalGov Staffing Solutions, innovation drives our recruitment strategy. We leverage the latest sourcing technology, data-informed outreach methods, and industry best practices to stay ahead of workforce trends. By combining modern tools with deep knowledge of municipal operations, we're able to reach both active and passive candidates — giving our clients a competitive edge in attracting top-tier talent while reducing time to hire and improving retention.

## Scope of Services

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LGSS will provide comprehensive recruitment services for each position, including the following:

### **1. Position Consultation & Recruitment Planning**

- ◆ Meet with designated leadership to confirm position expectations, qualifications, and compensation parameters
- ◆ Review organizational priorities and desired experience
- ◆ Confirm advertising strategy and outreach approach

### **2. Advertising & Targeted Outreach**

- ◆ Prepare and post position announcements on relevant online job boards
- ◆ Conduct targeted outreach to qualified professionals within relevant networks
- ◆ Engage both active and passive candidates to expand the applicant pool

### **3. Application Review & Candidate Screening**

- ◆ Review all submitted applications and resumes
- ◆ Conduct live video interviews with qualified candidates
- ◆ Verify credentials, experience, and overall alignment with position requirements

### **4. Candidate Presentation**

- ◆ Present qualified candidates to the client for review
- ◆ Provide screening summaries and relevant supporting materials
- ◆ Assist in identifying candidates to advance to interviews

### **5. Interview Coordination**

- ◆ Coordinate scheduling of interviews
- ◆ Assist with development of interview questions
- ◆ Support communication with candidates throughout the interview process

### **6. Reference, Background & Public Record Review**

- ◆ Conduct professional reference checks for the finalist candidate
- ◆ Coordinate comprehensive background screening of the finalist candidate
- ◆ Conduct public record and online presence review

### **7. Offer & Placement Support**

- ◆ Assist with offer preparation and negotiations
- ◆ Coordinate communication with selected candidate
- ◆ Support transition through start date confirmation



## Pricing Summary

Recruitment:	Original Fee	10% Repeat Client Discount
Superintendent #1:	\$19,000	\$17,100
Superintendent #2:	\$11,000	\$6,300
Superintendent #3:	\$4,500	\$4,050
<b>Total 3 positions:</b>	<b>\$30,500</b>	<b>\$27,450*</b>

\*A non-refundable retainer fee of \$2,500 per position is due upon contract execution. The remaining fee for each search will be invoiced on the hired candidate's first day of work. Final invoices will be issued in the order that positions are successfully filled.

## Non-Refundable Retainer & Payment Terms

Recruitment:	*Non-Refundable Retainer	Invoiced on candidate's first day of employment
Public Works Superintendent #1:	\$2,500	\$14,600
Public Works Superintendent #2:	\$2,500	\$3,800
Public Works Superintendent #3:	\$2,500	\$1,550
<b>Total:</b>	<b>\$7,500</b>	<b>\$19,950</b>

**Payment Terms:** Payment is due within 30 days of invoice receipt.

## Investing in Long-Term Partnerships

A 10% Repeat Client Discount will apply to all services contracted with LGSS from the date of contract execution through 12/31/2026.

## Candidate Guarantee

If the selected candidate voluntarily leaves employment or is terminated for cause within sixty (60) days of the start date, LGSS will conduct one additional search for the same position at no additional professional fee. Any direct recruitment or advertising expenses associated with the new search will be the responsibility of the client.

This guarantee applies if the new search is initiated within three (3) months of the position becoming vacant and assumes no material changes to the position scope.

## Additional Details

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- Advertising sources will be selected by LGSS at no additional cost to the City.
- The recruitment process will be conducted virtually by LGSS. The client may choose to conduct in-person interviews, which will be scheduled by LGSS.
- Background screening cost is included for the final candidate for each position. If additional screenings occur, the client will be charged for each additional, not-to-exceed \$500 per candidate.

## Estimated Timeline

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Most searches are completed within six (6) to eight (8) weeks from advertisement to accepted offer. The timeline may vary based on applicant response and interview scheduling.

- ◆ Weeks 1 & 2: Position posting and targeted outreach
- ◆ Weeks 2 & 4: Application review and candidate screening
- ◆ Weeks 4 & 6: Presentation of qualified candidates and client interviews
- ◆ Weeks 6 & 8: Reference checks, background screening, and offer coordination

LGSS remains engaged throughout the recruitment process and continues the search until the position is successfully filled.

## The LGSS Difference

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LocalGov Staffing Solutions is built exclusively to serve local government organizations. Our focused experience in municipal and county recruitment allows us to understand the operational, regulatory, and leadership dynamics unique to the public sector.

### What distinguishes LGSS:

- ◆ Exclusive focus on local government recruitment
- ◆ Use of advanced sourcing tools and recruitment technology to identify qualified professionals beyond traditional applicant pools
- ◆ Direct outreach to qualified public sector professionals, including passive candidates
- ◆ Structured, accountable search process with defined milestones
- ◆ Clear pricing and defined candidate guarantee
- ◆ Commitment to compliance with public sector transparency requirements
- ◆ Reduced administrative burden for internal leadership teams
- ◆ Consistent communication with both clients and candidates throughout the recruitment process

LGSS approaches each recruitment as a partnership, not a transaction. Our goal is to support long-term organizational stability by identifying candidates who align with both the technical requirements of the position and the culture of the organization.



## **Conclusion**

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LocalGov Staffing Solutions appreciates the opportunity to support your recruitment needs. We understand that hiring within local government carries significant operational and community impact, and we approach each search with that responsibility in mind.

Our team is committed to conducting a thorough, organized, and proactive recruitment process while maintaining consistent communication and accountability at every stage. We remain engaged until the position is successfully filled and are prepared to begin the search upon your authorization.

We look forward to the opportunity to partner with your organization.