



April 11, 2025

Ms. Tasha Connelly  
Mayor  
City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids, MN 55744

Dear Ms. Connelly,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the City of Grand Rapids' next Finance Director. The following represents a scope of work for these services and the associated professional fee and expenses.

## **PROJECT WORK PLAN**

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### **Phase One – Information Gathering, Profile Development & Position Announcement**

- Task 1 – Review and Finalize Search Process and Schedule
- Task 2 – Key Stakeholder Meetings and Staff Provided Information Request
- Task 3 – Develop Candidate Profile
- Task 4 – Develop Invitation to Apply

### **Phase Two – Strategic Marketing Campaign**

- Task 1 – Place Advertisements in Appropriate Professional Online Publications
- Task 2 – Development of a Database of Potential Candidates
- Task 3 – Identify and Contact Potential Candidates

### **Phase Three – Candidate Screening and Shortlist Presentation**

- Task 1 – Collect & Review Candidate Application Materials
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Conduct Semi Finalist Screening Interviews
- Task 4 – Provide Semi Finalist Packets with Consultant Interview Notes to the City
- Task 5 – Meet with City staff to Review Semi Finalist Candidates and Select Finalist Candidates
- Task 6 – Assist in the Design of Finalist Interviews

### **Phase Four – Final Interviews**

- Task 1 – Develop an Interview Schedule for Final Interviews
- Task 2 – Conduct Professional References & Background Check on All Finalist Candidates
- Task 3 – Work with City staff to Develop Interview Questions for Each Panel
- Task 4 – Provide the City with Finalist Candidate's Application Materials
- Task 5 – Coordinate Candidate Travel
- Task 6 – Facilitate Final interviews
- Task 7 – Assist in Facilitating Final Offer and Acceptance

## PROFESSIONAL FEE

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The fee for conducting a Director of Finance Search is \$18,000 plus expenses. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (\$1,600 – 2,200 est.)
- Direct mail announcements (\$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$82.50 per hour, plus hotel if needed
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

## GUARANTEE & WARRANTY

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Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for only a \$750 administrative fee plus expenses.

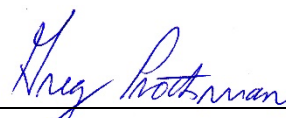
Accepted by:

**CITY OF GRAND RAPIDS**

**GMP CONSULTANTS**

\_\_\_\_\_  
Tasha Connelly  
Mayor

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Greg Prothman  
President

4/11/25  
\_\_\_\_\_  
Date