

Nicholas Lancaster
Principle
Ideal Teams
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Date: July 31, 2023

Bobbi Jo Birk-LaBarge
Village of Kronenwetter
Email: bbirklabarge@kronenwetter.org

Dear Bobbi,

I am pleased to submit this Cover Letter on behalf of Ideal Teams, I am authorized and empowered to bind the organization contractually, to propose our recruitment services in response to the Village of Kronenwetter's Request for Proposal (RFP) for Executive & Professional Recruitment Services to fill the position of Village Administrator.

Ideal Teams is dedicated to delivering unparalleled recruitment solutions to our valued clients, and we are excited to collaborate with the Village of Kronenwetter on this critical recruitment endeavor. We are confident that our proposal meets all the requirements stipulated in the RFP and that our offer remains in full force and effect until accepted by the Village within 90 days beyond the deadline for submittal.

As outlined in the RFP, Ideal Teams is committed to providing comprehensive and tailored recruitment services to ensure the successful identification of top talent for the Village Administrator position. Our desired recruitment services include, but are not limited to:

Gathering Essential Insights: We will meet with the Village Board to gain in-depth information regarding the expectations, challenges, requirements, and responsibilities associated with the Village Administrator role.

Position Profile and Advertising Plan: Based on our proven successes with similar clients and positions, we will develop a targeted position profile and an effective advertising plan to attract top-tier candidates.

Direct Networking Campaign: We will execute a strategic networking campaign to reach out to potential candidates, utilizing regional, in-state, and local elements as determined during our initial meetings with the Village Board.

Candidate Outreach: We will proactively contact known potential candidates to motivate their application and explore referral opportunities from others in similar classifications.

Application Management: Ideal Teams will handle all applications efficiently, ensuring a seamless and positive candidate experience.

Rigorous Screening Process: Our screening process will include comprehensive background, criminal, and credit checks, as well as thorough reference and media checks to ensure finalists possess backgrounds of the highest integrity.

Top Candidate Presentation: We will present a list of the most qualified candidates for Village Board consideration and interviews.

Interview Coordination: Ideal Teams will coordinate and schedule candidate interviews with the Village Board, ensuring a smooth and efficient process.

At Ideal Teams, we pride ourselves on forging lasting partnerships with our clients and delivering results that exceed expectations. We understand the significance of the Village Administrator position, and we are committed to finding an exceptional leader who will positively impact the community.

We are enthusiastic about the prospect of collaborating with the Village of Kronenwetter on this critical recruitment project. Should you have any questions or require further information, please do not hesitate to contact us. We look forward to the opportunity to serve as your trusted recruitment partner.

Thank you for considering Ideal Teams for this important undertaking.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicholas Lancaster', written in a cursive style.

Nicholas Lancaster
Principle
Ideal Teams

Statement of Qualifications for Ideal Teams

Ideal Teams is a leading recruitment firm with a proven track record in providing unparalleled Executive & Professional Recruitment Services. As a dedicated partner, we are committed to assisting the Village of Kronenwetter in identifying the most qualified candidate for the vital position of Village Administrator. Our comprehensive qualifications align perfectly with the criteria outlined in the Request for Proposal (RFP) and ensure a seamless and successful recruitment process.

We understand the significance of the Village Administrator role in shaping the future of Kronenwetter. To ensure a precise match, we will conduct thorough meetings with the Village Board to gain valuable insights into their expectations, challenges, requirements, and responsibilities for the position. This essential step allows us to develop a comprehensive understanding of the Village's unique needs.

Drawing from our successful experiences with similar clients and positions, we will craft a targeted position profile and an effective advertising plan. Our approach highlights the Village's distinctive attributes, attracting top talent with the necessary skills and leadership qualities to thrive in the role.

Ideal Teams will execute a strategic networking campaign to identify and attract the most exceptional candidates. This campaign will include regional, in-state, and local elements as determined during our initial meetings with the Village Board, ensuring a wide-reaching and robust talent pool.

Leveraging our extensive network, we will proactively reach out to known potential candidates, inspiring them to apply for the Village Administrator position. Additionally, we will explore outreach to individuals in similar classifications, fostering both applications and referrals of potential applicants.

Ideal Teams will manage all applications efficiently, offering a seamless and user-friendly experience for candidates. We believe that every applicant deserves to be treated with respect and will be evaluated fairly and objectively.

Our screening process is meticulous, incorporating comprehensive background, criminal, and credit checks, as well as thorough reference checks. This ensures that the finalists presented to the Village Board possess backgrounds of the highest integrity.

As a result of our thorough screening process, we will deliver a carefully curated list of the most qualified candidates for consideration. This presentation will include in-depth profiles and evaluations to facilitate informed decision-making.

Ideal Teams will coordinate and schedule candidate interviews with the Village Board, ensuring a smooth and efficient process. We understand the importance of seamless communication and timely coordination to facilitate a positive candidate experience.

Ideal Teams is deeply committed to providing exceptional recruitment services that align with the unique needs and aspirations of the Village of Kronenwetter. We are excited about the opportunity to contribute to the success and growth of the community by identifying a visionary leader for the Village Administrator position. Our expertise, dedication, and thorough approach make us the ideal partner for this critical recruitment endeavor.

Ideal Teams References

Name: Jason Harrington
Email: jasonh@hbconstruction.com
Company: HB Construction
Phone: 505-856-0404

Name: Javier Gutierrez
Phone: 505-573-7987
Email: javier@newmexicochiro.com

Name: Troy Austin
Email: ta@troyaustin.com
Company: Troy Austin, INC

Name: Jeff Johns
Email: jeff@impactfoundation.org
Company: Impact Foundation and Tijeras Foundation

Name: Brian Capra
Company: Genesis Software Solutions
Email: drbrian@genesischiropracticsoftware.com

Organizational Background

Ideal Teams stands proudly as a prominent and highly reputable recruitment firm, dedicated to providing comprehensive staffing solutions across a wide range of industries. Our journey began in 2017 when visionary founder, Allen Miner, recognized the need for a revolutionary approach to recruitment that would forge meaningful connections between exceptional talent and organizations in pursuit of their ideal team members. Since then, Ideal Teams has evolved into a trusted partner for companies seeking top-tier talent and candidates exploring rewarding career opportunities.

Operations and Service Portfolio:

At Ideal Teams, our commitment to excellence is reflected in the diverse portfolio of recruitment services we offer. We take great pride in tailoring our solutions to the unique needs of our clients, understanding that each organization possesses distinctive attributes and aspirations. Our team of experienced recruitment specialists is armed with innovative strategies, cutting-edge technology, and profound industry insights, enabling us to identify and attract the most suitable candidates for various positions.

Year Founded: 2017

Ownership Structure and Client Focus:

As a privately held company, Ideal Teams operates with a steadfast focus on maintaining its independence and flexibility. This ownership structure empowers us to make agile decisions that prioritize the best interests of our valued clients and candidates alike. We believe that building enduring relationships with our partners is at the core of fostering success in the recruitment realm. Our privately owned status enables us to concentrate wholeheartedly on delivering exceptional results and fostering client satisfaction as we solidify our position as a leading recruitment firm.

Biography of the Founder:

Allen Miner: A trailblazer in the world of business, Allen Miner is the visionary founder and driving force behind Ideal Teams. Driven by his extensive background and passion for innovation, Allen embarked on a mission to reshape the recruitment landscape by introducing transformative practices that would elevate the experience for clients and candidates alike. His strategic vision, coupled with an unwavering commitment to excellence, has been instrumental in steering Ideal Teams towards its current position of prominence.

With a focus on building enduring partnerships, Allen's dedication to nurturing strong relationships within the organization and with external stakeholders has been pivotal in Ideal Teams' growth and success. Under his visionary leadership, Ideal Teams has rapidly evolved into

a trusted recruitment partner, known for its uncompromising commitment to customer-centric solutions.

Ideal Teams embodies a diverse collective of professionals who bring together their expertise, passion for excellence, and a profound commitment to delivering customer-centric recruitment solutions. Through our unwavering vision and strategic guidance, we have carved a niche as a trusted and reliable partner for companies and candidates alike. As we continue on our journey, Ideal Teams remains dedicated to elevating the recruitment experience to new heights of success and satisfaction, forging the ideal connections that drive organizations and individuals towards mutual prosperity.

Fee Structure

Ideal Teams is pleased to present our fee structure for the Executive & Professional Recruitment Services to assist the Village of Kronenwetter in the search for a highly qualified Village Administrator. Our comprehensive fee structure ensures a fair and transparent partnership, aligning with the Village's specific requirements and expectations.

Placement Fee:

Our placement fee will be the greater of the following two options:

Option A: 10% of the position's first-year salary

OR

Option B: A flat fee of \$10,000

Payment Terms:

Upon the contract award, Ideal Teams will issue an invoice for the agreed-upon placement fee. The payment will be due promptly once the contract is signed. Our organization accepts various payment methods for ease of transaction.

Placement Guarantee:

To underscore our commitment to excellence and ensuring a successful recruitment process, Ideal Teams offers a 60-day placement guarantee. In the unlikely event that the selected candidate resigns or is terminated within the first 60 days of employment, Ideal Teams will initiate a replacement search at no additional cost to the Village of Kronenwetter. We understand the significance of this leadership role and are dedicated to finding a candidate who is the best fit for the Village's vision and requirements.