

Lisa Kerstner

From: Romboy, Kelly (04150) <Kelly.Romboy@roberthalf.com>
Sent: Wednesday, October 2, 2024 7:12 AM
To: Lisa Kerstner
Subject: FW: Proposal for Village of Kronenwetter/ List of Previous Searches
Attachments: 2024 RHES Presentation Village of Kronenwetter, Village Administrator 10 1 24.pdf;
Copy of List of Searches - Village Of Kronenewetter.xlsx

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Hi Lisa,

It was great meeting you yesterday. I appreciate the time you took to learn about our retained search practice group within Robert Half. This position of Administrator sounds like it's vital to the organization and I think our group would be perfect to engage in this search.

Our group can access the passive candidates, and we can pin point recruit the specific skill set in an area of the nation, starting with the Wisconsin geography. Finally, I have a lot of confidence in our team and I'm certain we can find you the best candidate for your organization. I've included a PDF/ Proposal and Presentation of our entire process (above), as well as a spreadsheet of our previous searches in similar industries (use the tabs at the bottom of the spreadsheet).

On the Kick Off call, if we're fortunate enough to be engaged in this search, our team would do a deep dive into your organization and position with your team. I've also outlined the costs associated with an Administrator in the above proposal/ PDF.

The fee for administrative services is a professional consulting fee for executive search firms which includes research, all administrative support (we schedule all of your interviews and meetings), along with verification of candidate identity, education, licenses and certification. We also conduct thorough references. **This fee is normally charged with the first installment, and it is 12%, or \$4860, but I've waived this fee.**

To summarize some items for consideration, please see what we've done outside of our normal terms to gain your business:

- I have extended the retainer over 3 payments with the **3rd payment due at offer and acceptance, instead of at 60 days**. This way, you will have confidence that our team will stay engaged in the process until the very end. We also have weekly calls with your team including a weekly progress report that we send to you and go through with you (you'll see examples in the PDF).
- We have also waived our fee for administrative services (a savings of \$4860).
- I've included a 120 day prorated guarantee.

I'd be happy to answer any questions on a team's video call with you and your Board of Directors at any time.

Thank you and I hope we can work together in the future.

Kelly

Kelly Romboy (BIO)

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