



The Mercer Group, Inc.

Consultants to Management

2062 State Road 75
Vadito, New Mexico 87579

November 12, 2021

Martin Moore, City Manager
City of Rio Communities
360 Rio Communities Blvd,
Rio Communities, NM 87002

RE: Revised Proposal for Recruitment Services – Fire Chief

Dear Mr. Moore:

As you have requested, the Mercer Group, Inc. is submitting this proposal to assist the City of Rio Communities in the search process for the vacant position of Fire Chief. Unfortunately, the finalists who were selected in the previous search have declined an offer of employment for personal reasons. As a result, we are submitting a revised search for your consideration.

We understand that the City of Rio Communities would prefer an expedited search process. This search would seek qualified candidates, and encourage them to apply for the position of Fire Chief.

The Mercer Group proposes the following venues as part of the recruitment process:

- A. **Direct mail** to current Fire Chiefs and Assistant Chiefs in New Mexico. The direct mail would include a letter inviting them to apply for the position, and a copy of the recruitment profile describing the job description requirements.
- B. A job recruiting announcement will be prepared and posted in “**Linked-In**” targeting Fire Chiefs, and Assistant Chiefs. Focus of the recruitment will be New Mexico and the surrounding states.
- C. A job recruiting announcement will be prepared and posted in “**Careers in Government**” targeting Fire Chiefs and Assistant Chiefs. Focus of the recruitment will be New Mexico and the surrounding states.
- D. A job recruiting announcement will be prepared and posted in the “**International Association of Fire Chiefs**”. Focus of the recruitment will be New Mexico and the surrounding states.
- E. A job recruiting announcement will be prepared and posted in the “**Albuquerque Journal and the Valencia County News Bulletin**”. Focus of the recruitment will be in New Mexico.
- F. The recruitment profile and job description will be submitted to all Mercer Group associates in the eight states currently served by the Mercer Group. The associates will be asked to search their recruitment files and identify any potential candidates for the position.

The Mercer Group proposes the following timeline:

- A. By November 15, 2021 The Mercer Group will submit a recruitment proposal to the City Manager for his review.
- B. By November 19, 2021 a meeting will be scheduled between the City Manager and the Mercer Group to finalize the proposal. If accepted, a Notice to Proceed will be issued.
- C. Due to the up-front costs associated with advertising in the recruitment venues as described in the previous page, the Mercer Group will submit an initial invoice of 1/3rd of the contract price to Rio Communities to cover the advertising costs.
- D. By November 30, 2021 the Mercer Group will have completed the job postings in all of venues as described in the previous page. In addition, the Mercer Group would have prepared and completed the "Direct Mailing" to current Fire Chiefs and Assistant Fire Chiefs in New Mexico.
- E. The job posting will include the following statement: "**Open until filled**". This allows the City of Rio Communities to fill the position earlier once qualified candidates have applied and selected for the position. The Mercer Group anticipates advertising for the position for a period not to exceed 30 days. However, if the initial screening of qualified candidates results in a short list prior to the 30 days, the Mercer Group will submit a list of those candidates to the City Manager for preliminary interviews.
- F. Should the preliminary interviews result in the selection of a finalist; the City Manager will present his recommendation to the Selection Committee for their consideration.
- G. Once a finalist is selected and approved by the City Manager and his Selection Committee, the Mercer Group will undertake a "Background Check", and submit the same to the City Manager. As previously agreed, the City may at its option, submit a request to the Department of Public Safety for any information regarding the character of the finalist.

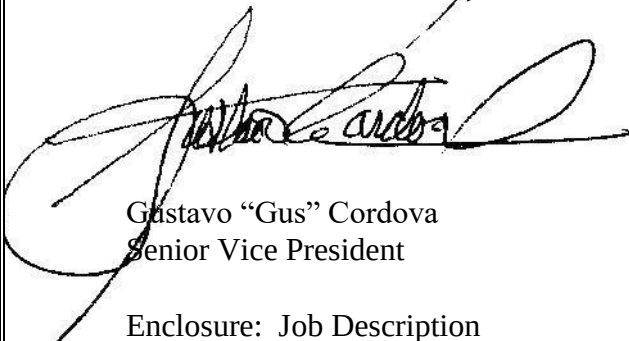
I will personally manage this search with professional support from our firm, The Mercer Group. In order to broaden our impact, we are able also to call upon other Mercer Group associates for leads and nominations.

Once you agree with our proposal, we can finalize the work plan, the schedule, and timeline based upon your needs. In our proposal, we have made several assumptions regarding the facilitation process. Rest assured that we can make appropriate changes you deem necessary so that we tailor the facilitation to the specific needs of the City of Rio Communities.

Thank you for the opportunity to respond to this important proposal. It would be our pleasure to work with you. This proposal is valid for thirty (30) days from the date of receipt by the City. Please call me at (575) 587-2873 or (575) 779-5044 if you have any questions.

Sincerely,

THE MERCER GROUP, INC.



Gustavo "Gus" Cordova
Senior Vice President

Enclosure: Job Description



FIRE CHIEF

The City of Rio Communities, New Mexico is recruiting for a Fire Chief who will be responsible for the operation and maintenance of its Fire Department. This position serves at the pleasure of the Mayor and Council.

This is an exempt, full time position, and reports to the City Manager. Preferably, we are looking for a professional with at least three to five years' experience in the management, supervision, of an organization with comparable responsibilities is preferred. Knowledge in supervising a volunteer fire department, and working with the State Fire Marshalls office is highly desired.

The starting salary for this position is \$60,000.00, DOQ. Excellent fringe benefits package. The position will remain open until filled. This is an expedited recruitment, and may close earlier, thus you are encouraged to apply as soon as possible.

Qualified applicants must submit a letter of interest, current detailed resume, list of professional references, and a completed application form. The application form is available online on the City website: <https://www.riocommunities.net>

Please submit your information as soon as possible by email to:

Mercer Group Inc.

Gustavo "Gus" Córdova, ICMA-CM

Senior Vice President

email themercergroupinc@gmail.com

PROPOSED FEE \$7,500.00, plus GRT

BILLING. It is our standard practice to bill for work performed and direct costs incurred as each phase is completed. The first invoice will be submitted after the job announcement is posted to cover the advertising costs in the professional venues described in our proposal, and the final invoice is submitted after the finalists have been selected.

Each invoice will be payable upon receipt by the City within 15 working days, and checks mailed to
Diane R. Córdova
Finance Officer
The Mercer Group
2062 State Road 75
Vadito, New Mexico 87579

A W-9 Form has been previously provided to the City of Rio Communities.