



Request for Proposals Professional Human Resources Services for City Attorney Recruitment

Introduction

The city of West Linn is seeking proposals from qualified professional firms with experience in advertisement, solicitation and screening for the city attorney position. This is a newly created in-house position, appointed by the city council. West Linn is located in Clackamas County, approximately 15 miles south of the City of Portland. It is a residential community with a population of approximately 27,000 people. West Linn provides the following services: police, parks, recreation, library, planning, municipal court, support services, public works including streets, sewer and water. Learn more about West Linn at WestLinnOregon.gov, on Facebook at [/CityOfWestLinn](https://www.facebook.com/CityOfWestLinn) or on Twitter [@WestLinnUpdate](https://twitter.com/WestLinnUpdate).

West Linn is recognized by ICMA as a council-manager form of government. The governance of the city is vested with the city council. The council is comprised of five elected members, which includes a mayor. All members of the council are elected at-large. The city attorney is appointed by the council. Historically the city attorney has been on contract. The city council wishes to employ an in-house attorney. The city employs 134 full-time employees plus seasonal employees. The total city budget for BN23 is \$137 million.

Scope of Services

The city wishes to conduct a search for a new city attorney, and seeks professional assistance with recruitment logistics. The project scope should include: facilitation/coaching with the city council on the city attorney recruitment process; development of recruitment materials; advertisement of the vacant position; outreach to potential candidates; screening of received applications; assistance with the interview process; finalist background and reference checks. The city's goal is to provide an open and fair recruitment that will attract top talent while keeping the cost of the recruitment process reasonable. The city is looking for proposals that reflect the search firm conducting the entire search, with costs for the overall project and itemized costs for each of the individual steps.

The West Linn Mayor and City Council will lead all elements of the process, including selecting the recruitment firm, working directly with the selected firm on all of the tasks, and hiring the attorney.

Content of Proposals

Proposals should include a brief history and introduction of the company or firm, experience recruiting government attorneys, and a specific listing of individuals that will perform the work. All proposals should include names and references from other municipal organizations for which comparable services have been rendered. The following elements should be addressed in the submittal in sufficient detail to allow the review committee to determine the reasonableness of the planned approach and cost:

- Provide a clear written scope of the projected costs and a detailed recruitment schedule.
- Meet with the City Council and public to outline the public process, position description and selection criteria
- Conduct the initial screening of applicants and provide a recommendation/ranking in accordance with Oregon's Veterans Preference laws
- Be available to manage and oversee the recruitment process over the duration of the project, including managing and participating in the interviews.

Deadline & Timeline

- January 5: Issue RFP.
- **January 26: Consultant proposals and price quotes due to [Elissa Preston, Deputy City Manager](mailto:elissa.preston@westlinnoregon.gov), at epreston@westlinnoregon.gov by 4:00 p.m. Only electronic submissions will be accepted. Please do not submit proposals in hard copy.**
- February 13: Select the recruitment firm and direct staff to execute the contract
- February - completion: City Council work with recruitment firm on outlined tasks.

Proposal Evaluation & Selection

- Members of the city council shall evaluate the submitted quotes, and the city reserves the right to reject any or all of them.
- The city will not be liable for, nor pay any cost incurred by responding firms related to the preparation of proposals or the making of presentations. Proposals shall be evaluated based upon the following factors:
- Capability to perform the services required;
 - Experienced staff available to perform the services required, including recent, current and projected workloads;
 - Performance history;
 - Approach and philosophy;
 - Fees and costs;
 - References.

Sample Contract

A copy of the contracts the selected contractor will be required to sign if they undertake a project is included as an attachment. The contract terms will include the scope of services and any special terms and conditions. The contracts are not negotiable. Submission of a response constitutes agreement to the terms of the contract.

Questions

Please contact Deputy City Manager, Elissa Preston with any questions 503-722-4714 or: epreston@westlinnoregon.gov .