



March 6, 2023

Mr. Erik Martin  
County Manager  
Lewis County  
351 NW North St  
Chehalis, WA 98532

Dear Mr. Martin,

Thank you for your confidence in GMP Consulting to assist in the recruitment of the County's next County Manager. 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 – Candidate Profile Development
- Task 4 – Develop Recruitment Letter

### **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 – Resume Review and Semi Finalist Screening Interviews
- Task 2 – Conduct an Internet Publication Search on Semifinalist Candidates
- Task 3 – Review of Semi Finalist Candidates with County Manager
- Task 4 – Select Finalist Candidates
- Task 5 – Design of Finalist Interviews

### **Phase Four – Final Interviews**

- Task 1 – Develop an Interview Schedule for Final Interviews.
- Task 2 – Conduct Professional References on All Finalist Candidates
- Task 3 – Work with County Staff to Develop Interview Questions for Each Panel
- Task 4 – Provide the County 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 to complete the County Manager recruitment as outlined in this proposal is \$19,500. This includes all professional fees and expenses to conduct the search. Professional fees are billed in three equal installments throughout the recruitment, at the beginning, halfway, and upon completion of the final interviews.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 - 1,900)
- Direct mail announcements (approx. \$1,700 - 1,900)
- Consultant travel: Mileage at IRS rate, travel time at \$65 per hour
- Background checks (approx. \$170 per candidate)

Other Expenses: Candidates' travel expenses would be reimbursed to the candidates by the County directly. The County has the right to cancel the search at any time. The County'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 employ of the County within the first 12 months of appointment, we will, conduct one additional recruitment for the cost of expenses and announcements 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 once with no additional professional fee, the only cost to you would be the expenses.

Accepted by:

**LEWIS COUNTY**

**GMP CONSULTANTS**

 3/7/2023  
 Erik Martin Date  
 County Manager

  
3/6/2023  
 Greg Prothman Date  
 President