

**MOTION CARRIED**

**I-6 Standard Purchasing Resolution 8: Best Value Award – Executive Search for City Manager (Introduced by: Lori Grigg Bluhm, City Attorney)**

Resolution #2018-06-100

Moved by Baker

Seconded by Henderson

RESOLVED, That Troy City Council hereby **AWARDS** a contract as a result of the best value process to the Executive Search Firm; *Gov HR USA of Northbrook, IL* at the proposal pricing contained in the bid tabulation, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the firm's submission of properly executed proposal and contract documents, satisfactory references, insurance certificates and all other specified requirements.

Yes: All-7

No: None

**MOTION CARRIED**

**PUH HASE/SERVICE CONTRACT**

**Ship To**  
 City of Troy  
 Purchasing  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**Bill To**  
 City of Troy  
 Purchasing  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**No:** 2018-90000025  
**Date:** 06/06/2018

**FOB DESTINATION**

**Entered By:** MaryBeth Murz

**Vendor**  
**VENDOR NO.** 172756  
 GOVHR USA, LLC  
 630 DUNDEE ROAD  
 SUITE 130  
 NORTHBROOK, IL 60062

**CONTRACT DESCRIPTION**

Commence Date	Expiration Date	Renewal	Resolution #	Contract #	Amount
06/05/2018	09/01/2018	0 Times	2018-06	2018-90000025	See Below

**EXECUTIVE SEARCH - CITY MANAGER**

Troy City Council AWARDS a Contract to GovHR USA, LLC to provide an Executive Search for the City Manager Position as per the Scope of Work and all Terms and Conditions of RFP-COT 18-20.

Perform an Executive Search for City Manager for the City of Troy. Provide an efficient, comprehensive selection process for the new City Manager so as to ensure the best qualified candidates are found and the most qualified individual who meets or exceeds requirements in the best interest of the City can be hired in a timely manner.

The selection timeline shall be provided to City Council for approval prior to the start of the process.

PROPOSAL COST: \$22,000.00 which includes advertising & expenses. Proposal Cost is predicated on four (4) visits to the City. If additional days are needed; 1/2 days are \$500 per 1/2 day & \$950 for a full day plus hotel charges and travel expenses only required.

**PAYMENTS:**

1st Payment: 1/3 of the Recruitment Fee upon acceptance of Proposal.

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date; invoice shall be paid following the recommendation of the candidates.

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses; invoice shall be paid after recruitment is completed.

**WARRANTY:** Pricing shall include the GovHR Guarantee which is to assist the City of Troy until an acceptable candidate is appointed to the position. No additional professional fee shall be incurred should Council not make a selection from the initial group of candidates.

Contact Lori Bluhm, City Attorney to begin Executive Search Process. 248 524 3323; BluhmLG@troymi.gov.

CERTIFICATE OF INSURANCE and ENDORSEMENT shall be on file for duration of service.

CITY COUNCIL AWARD DATE: 6/4/2018.

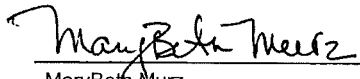
RESOLUTION #2018-06-100

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

  
\_\_\_\_\_  
MaryBeth Murz  
Purchasing Manager

BID TABULATION  
 CITY OF TROY  
 EXECUTIVE SEARCH FOR CITY MANAGER

	Michigan Municipal League	Gov HR USA	Amy Cell LLC	Springsted Waters	Strategic Government Resources
Vendor Name:	Ann Arbor, MI	Northbrook, IL	Ypsilanti, MI	Addison, TX	Keller, TX
<b>Primary Proposal : The City of Troy is requesting proposals to conduct an Executive Search for City Manager. The City of Troy operates with a Council-Manager system. The City Council is composed of seven members, and the Mayor is a member of Council who serves as its chairperson. The Council establishes policies, enacts ordinances, approves rules and regulations, and gives policy direction. The City Manager, appointed by the City Council, is responsible for the strategic management of the operating, administrative and public safety services and for executing the policies and laws of the Council.</b>					
Primary Proposal Total Cost:	\$19,200.00	\$22,000.00	\$22,500.00	\$24,500.00	\$28,000
	Services beyond SOW will be billed at \$75/hr.			All-inclusive	
Overnight Mail Charges:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transportation Expenses:	Travel and related expenses incurred w/SOW are included.	Doesn't include travel & accommodations for candidates interviewed.	Travel costs per candidate: \$2,000-\$4,000, Meals for Interviewers \$500, Food for public reception \$1,000	Travel expenses incurred by candidates for on-site interviews is not included.	Doesn't include travel & accommodations for candidates interviewed.
Copies:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses:				Web-Based Survey \$1,650.	Stakeholder Survey \$1000
Time Line attached:	Y or N	Y	Y	Y	Y
Can meet Dates:	Y or N	N	Y	Y	Y
		For an optimal selection process offers 120 days from the start of the search.			
Insurance Met:	Y or N	Y	N	Y	Y
Terms:		Net 30	30 Days	30 Days	Net 30
Exceptions:	Y or N	N	N	N	Yes, in reference to insurance requirements; see signature page.
Acknowledgement:	Y or N	Y	Y	Y	Y
Forms:	Y or N	Y	Y	Y	Y
Sample Marketing Materials:	Y or N	Y	N	Y	Y
References:	Y or N	Y	Y	Y	Y
	Ypsilanti, MI	Kent County	Holland, MI	Rochester, MIN	Midland, MI
	Rockford, MI	Rochester Hills, MI	Lake Michigan Fin. Corp.	Olathe, KS	Davenport, IA
	Eaton Rapids, MI	Normal, IL	Invest Michigan	Denton, TX	Jupiter, FLA
		Cambridge, MA		Allegan County, MI	Amarillo, TX

ATTEST:

Lori Bluhm  
Jeanette Menig  
Sue Riesterer  
Kristine Kallek



MaryBeth Murz,  
 Purchasing Manager

**ORIGINAL**

THE CITY OF TROY, MICHIGAN  
PROPOSAL FOR EXECUTIVE SEARCH SERVICES  
CITY MANAGER  
RFP-COT 18-20

April 11, 2018



Principal Contact Person: Heidi Voorhees  
[hvoorhees@govhrusa.com](mailto:hvoorhees@govhrusa.com)  
847.380.3243

630 Dundee Road, Suite 130, Northbrook, IL 60062  
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT    INTERIM STAFFING    MANAGEMENT AND HUMAN RESOURCE CONSULTING

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April 11, 2018

Ms. MaryBeth Murz  
Purchasing Manager  
City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Ms. Murz:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the City of Troy. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

### Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public sector. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 29 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-seven consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public-sector leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250

630 Dundee Road, Suite 130, Northbrook, Illinois 60062  
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

## **Consultants Assigned**

GovHR Consultants Jaymes Vettrano and GovHR President Heidi Voorhees will be responsible for your recruitment and selection process. Mr. Vettrano is a Michigan resident, and spent 17 years as a City Manager, most recently in Rochester, Michigan. Mr. Vettrano's telephone number is 248-379-8923; email [JVettrano@govhrusa.com](mailto:JVettrano@govhrusa.com).

Mr. Vettrano and Ms. Voorhees worked together on the Economic Development Director recruitment in Rochester Hills in 2016, and Mr. Vettrano completed the successful Administrator/Comptroller search for Kent County in 2017.

Ms. Voorhees has led more than 250 recruitments for local government entities across the country and takes pride in facilitating a tailored, thorough process that gives elected and appointed officials the tools they need to make critical personnel decisions. She is currently working on several executive recruitments in Connecticut, Illinois, North Carolina, Texas and Wisconsin, and recently completed successful recruitments for the LaGrange, Illinois City Manager and the Woodridge, Illinois Village Administrator. Biographies for Ms. Voorhees and Mr. Vettrano are attached to this Proposal.

A complete list of GovHR's clients is available on our website at [www.govhrusa.com](http://www.govhrusa.com). We have also attached a list of all of the top-level Manager recruitments (City Manager, Village Manager, County Administrator, etc.) conducted by GovHR consultants in the past nine years.

## **Approach and Methodology/Scope of Work**

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your City Manager search. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

### **Phase I – Position Assessment, Position Announcement and Brochure Development**

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client's needs. We can also utilize dedicated email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some



clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next City Manager. We will work closely with you on the format that best meets your needs.

- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

### **Phase II – Advertising, Candidate Recruitment and Outreach**

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the City Council with a list of where we intend to place the position announcement, if requested.
- The development of a database of potential candidates from across the country unique to the position and to the City of Troy, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

### **Phase III – Candidate Evaluation and Screening**

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the City Manager. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.

- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the City of Troy's process is professional and well regarded by all who participate.

#### **Phase IV – Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.
- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

#### **Phase V – Interviewing Process**

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the City, the schedule will incorporate a tour of Troy's facilities and interviews with senior staff, if the City so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

#### **Phase VI – Appointment of Candidate**

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## Leadership/Personality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

## Sample Materials

A sample Recruitment Brochure from the Kent County Administrator search is included with this Proposal as an example of our work product. We have also included the recruitment brochure discussion outline we use during our Phase I interviews, and a list of typical Ad Sources.

## Recruitment Schedule

A proposed recruitment schedule is attached to this Proposal, and can be modified as necessary in Phase I of the process. Please note that the recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire, but having a qualified City Manager appointed by July 1 (as was stated in the RFP) is unlikely.

Our typical recruitment process includes the following milestones and deliverables:

- Weeks 1 - 2      On-site interviews of City officials and staff, development and approval of recruitment brochure  
**Deliverable: recruitment brochure**
- Weeks 3 - 8      Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
- Week 9            Consultant recommendation to the City Council of qualified candidates  
**Deliverable: recruitment report**
- Week 10          Selection of candidate finalists by the Council; additional background and reference checks, report preparation and presentation  
**Deliverable: interview reports including suggested questions and evaluation sheets**
- Weeks 11-12      Interviews of selected finalist candidates; Council recommendation of final candidate; negotiation, offer, acceptance and appointment

## References

The following references can speak to the quality of service provided by GovHR:

### **Kent County, MI (County Administrator/Comptroller, 2017) – Jaymes Vettraino**

Amy Rollston, Human Resources Director  
300 Monroe Avenue NW  
Grand Rapids, MI 49503  
616-632-7477

[Amy.rollston@kentcountymi.gov](mailto:Amy.rollston@kentcountymi.gov)

**City of Rochester Hills, MI (Economic Development Director, 2017) – Jaymes Vettraino**

1000 Rochester Hills Drive  
 Rochester Hills, MI 48309  
 Pam Gordon, Director of Human Resources  
 248-841-2521  
[gordonp@rochesterhills.org](mailto:gordonp@rochesterhills.org)  
 Mayor Bryan Barnett  
 248-841-2530  
[barnettb@rochesterhills.org](mailto:barnettb@rochesterhills.org)

**Normal, IL (City Manager, 2017/18) – Heidi Voorhees**

Mayor Chris Coos  
 Town of Normal  
 11 Uptown Circle  
 Normal, IL 61761  
 309-454-9503  
[mayor@normal.org](mailto:mayor@normal.org)

**Cambridge, MA (City Manager, 2016) - Heidi Voorhees, Joellen Earl & Lee Szymborski**

Sheila Keady Rawson  
 Personnel Director  
 795 Massachusetts Ave.  
 Cambridge, MA 02139  
 617-349-4000  
[skeady@cambridgema.gov](mailto:skeady@cambridgema.gov)  
 David Maher  
 Councillor  
[dmaher@cambridgema.gov](mailto:dmaher@cambridgema.gov)

Summary of Costs	Price
Recruitment Fee:	<b>\$15,000</b>
Recruitment Expenses: (not to exceed) ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.	<b>4,500</b>
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	<b>2,500*</b>
<b>Total:</b>	<b>\$22,000**</b>

\*\*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the City; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the City will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

## **Payment for Fees and Services**

Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

## **Philosophy**

Executive search is an important decision-making process for an organization and our primary goal is to provide our client with the information to make the best hiring decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

## **GovHR Guarantee**

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the City not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Troy beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 24 months of appointment, we will, if desired, 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.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

## **Why Choose GovHR?**

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees  
President  
GovHR USA

Attachment: Consultant Biographies

**ACCEPTED BY THE CITY OF TROY, MICHIGAN**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

## CONSULTANT BIOGRAPHIES

### **Heidi Voorhees** **President**

Heidi Voorhees is the president and co-owner of GovHR USA and possesses more than 30 years of collective experience working in local government. She has served as both a municipal leader and partner with local governments and nonprofits, handling executive search and management consulting. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S. She is deeply focused on understanding the culture of each organization that GovHR USA serves.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients and achieved through consensus-building and decision making with a wide range of community leaders. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify imperative skill-sets and provide a robust match for core values and professional environment.

The crucial ability to understand the needs, challenges and perspectives within clients' organizations are ingrained in Heidi's fundamental strengths; she works in a highly-effective manner with elected and appointed officials to assist them in making critical personnel decisions. Through this exemplary approach, she understands the intricacies that exist within organizations and communities. Realizing the importance of her clients' human resource and executive management needs, Heidi works tirelessly to advise and consult, so that she can strategically connect the best talent available with her clients.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

#### **Professional Education, Training and Instruction**

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN
  - Fellow at Eli Lilly State and Local Government Fellowship Program
  - Distinguished Alumnus

#### **Professional Development and Speaking Engagements**

- Trainer/Speaker on Recruitment Selection: Legacy Project Annual Conference, International City and County Management Association annual conference, Illinois City and County Management Association (ILCMA) conference, Wisconsin City and County Management Association conference, Michigan Municipal Executives, Ohio City and County Management Association, American Public Works Association—Chicago Metro Chapter, Illinois Association of Municipal Management Assistants, Northern Illinois University Civic Leadership Program, and Great Lakes Leadership Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement



**Memberships and Affiliations**

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

**Local Government Professional Background:**

19 Years of Local Government Leadership and Management

- Village Manager, Village of Wilmette, IL 1990-2001
- Assistant Village Manager, Village of Wilmette, IL 1986-1990
- Assistant to the Village Manager, Village of Schaumburg, IL 1984-1986
- Budget Analyst, City of Kansas City, MO 1983-1984
- Cookingham-Noll Fellow, City of Kansas City, MO 1982-1983

**Jaymes Vettrano**  
**Vice President, GovHR USA**

Jaymes Vettrano is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes also had the chance to be the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

**Professional Education, Training and Instruction, Memberships and Affiliations, Awards and Local Government Professional Background****Professional Education**

- Master of Business Administration degree in Management, Lehigh University
- Bachelor's degree in Political Science, Michigan State University, MI

**Training and Instruction**

- Director of the Center for Social Entrepreneurship and Assistant Professor, Rochester College
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

**Memberships and Affiliations**

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

**Awards**

- Selected as one of "Oakland County's Elite 40 under 40" (2015)
- Outstanding Service Award from Michigan Municipal League (2013)

**Local Government Professional Background**

- Director of the Center for Social Entrepreneurship,  
Rochester College, MI 2015-Present
- City Manager, Rochester, MI 2008-2015
- Town Manager, Kutztown, PA 2003-2008
- Manager of Pen Argyl, PA 1998-2003

## Troy City Manager Search - Proposed Timeline

Troy

Timeline

Phase 1: Position Assessment, Announcement and Brochure Development			
Weeks 1 - 2	1.1 One-on-one interviews	Week of Apr 30	
	1.1.1 Scheduling interviews with electeds, staff and public		
	1.1.2 Conduct interviews	On-site	
	1.1.3 Drafting notes from interviews		
	1.2 Develop Position Announcement		
	1.2.2 Draft position announcement using GovHR model with 1.1.3 notes		
	1.2.3 Proof and finalize		
	1.2.4 Deliver to the client for approval	Position Advertisement	
	1.3 Develop Recruitment Brochure	Week of May 7	
	1.3.1 Provide notes to GovHR		
	1.3.2 Draft recruitment brochure using GovHR model with 1.1.3 notes		
	1.3.3 Proof and finalize		
	1.3.4 Deliver to the client for approval	Recruitment Brochure	
	1.4 Agreement on Recruitment Timetable	Week of May 7	
1.4.1 Coordinate with primary client contact			
Phase 2: Advertising, Candidate Recruitment and Outreach			
Weeks 3 - 8	2.1 Placement of ad in publications and online	Week of May 14 - June 4	
	2.1.1 Develop list of placements		
	2.1.2 Review list of the placements		
	2.1.3 Consider any position specific ad placement		
	2.1.4 Coordinate and make the placements	4 weeks for posting	
	2.2 Consider data base of candidates	Week of May 14 - June 4	
	2.2.1 Search and identify candidates based on client organization		
	2.2.2 Review identified candidates		
	2.2.3 Personally contact candidates of interest to request applications		
	Phase 3: Candidate Evaluation and Screening		
	3.1 Review candidate applications	Week of June 11	
	3.1.1 Receive applications through GovHR site		
	3.1.2 Review and rank each candidate		
	3.1.3 Establish a Skype candidate interview list		
3.1.4 Develop Skype candidate questions			
3.1.5 Scheduled Skype interviews			
3.1.6 Conduct Skype interviews			
3.1.7 <i>Optional, confirm with client - Candidate Testing</i>			
3.1.8 Establish a Recommended candidate list			
3.2 Reference check	Week of June 18		
3.2.1 On-line background search of Skype candidates			
3.2.2 Call references			
3.2.3 Develop an internal report of on-line background search			
3.2.4 Review background check report and determine if any action is needed			
Phase 4: Presentation of Recommended Candidates			
Week 9	4.1 Recruitment Report Binders	Week of July 2	
	4.1.1 Create the recruitment report for qualified candidates		
	4.1.2 Identify how many recruitment reports the client needs		
	4.1.3 Mail recruitment reports (approx. one week before 4.2)	Recruitment Report	
	4.2 Recruitment Report Meeting	Week of July 9	
	4.2.1 Schedule an onsite recruitment report meeting	On-site	
	4.2.2 Conduct recruitment report meeting		
	4.2.3 Finalize First Round (FR) candidates		
	4.2.4 Draft notes from recruitment report meeting		
	Phase 5: Interviewing Process		
Week 10	5.1 Establish Interview Content for First Round interviews	Week of July 9	
	5.1.1 Consider interview components (oral presentation, public forum, etc.)		
	5.1.2 Establish the date for the FR interviews		
	5.2 Additional Background check for First Round candidates	Week of July 9	
	5.2.1 Background search (criminal and academic) of FR candidates		
	5.2.2 Develop an internal report of formal background check		
	5.2.3 Review background check report and determine if any action is needed		
	5.3 First Round Interview Prep	Week of July 9	
	5.3.1 Draft questions for FR interview		
	5.3.2 Create the FR interview books		
	5.3.3 Mail FR interview books to client	Interview Reports	
	5.4 First Round Interviews	Week of July 23	
	5.4.1 Invite FR candidates to the interview		
	5.4.2 Coordinate accommodations for the FR candidates		
	5.4.3 Schedule tour of client community with staff		
	5.4.4 Facilitate FR interviews onsite	On-site	
	5.4.5 <i>Optional, interview staff that conducted the client community tours</i>		
	5.4.6 Finalize Second Round interview candidates		
	5.4.7 Draft report of FR interview process		
	5.5 Establish Interview Content for Second Round (SR) interviews	Week of July 23	
	5.5.1 Consider interview components (oral presentation, public forum, etc.)		
	5.5.2 Establish the date for the SR interviews		
5.5 Second Round Interview Prep	Week of July 23		

Week 11 - 12

5.5.1 Draft questions for SR interview

5.6 Second Round Interviews

Week of July 23

5.6.1 Invite SR candidates to the interview

5.6.2 Coordinate accommodations for the SR candidates

5.6.3 Facilitate SR interviews onsite

On-site

5.6.4 Draft report of SR interview process

**Phase 6: Appointment of Candidate**

6.1 Notify first choice candidate

Week of July 30

6.1.1 Contact first choice candidate and confirm selection

6.2 *Optional, confirm with client - Employment Agreement assistance*

Week of July 30

6.2.1 Assist as requested with Employment Agreement terms

6.3 Notify FR and SR candidates

Week of July 30

6.3.1 Personally contact each FR and SR to inform them of the results



Request for Proposal  
Executive Search for City Manager  
Page 6 of 11

### **Proposal Submittal**

The proposal shall include:

- Your firm's background qualifications and experience.
- The specific experience of key person(s) assigned to this search process, as well as other contributors and their anticipated level of involvement.
- A summary of the approach and methodology of the Executive Recruitment Process. Describe in detail the process that will be conducted in order to attract high caliber candidates to the City of Troy.
- A portfolio of sample materials from other (applicable) City Manager or Executive Searches including the worksheet(s) to develop the position profile and advertisements.
- The start date for the Executive Search process.
- A strategic timeline, which shall identify milestones in order to meet the Executive Search process deadline as directed by City Council.
- All proposals shall detail a timeline and contain all deadlines for an Executive Search process, which would be finalized with the appointment of a new City Manager's commencing on or before July 1, 2018.

City Council desires the selection process to be completed within 120 days.

Our Firm can meet the selection process timeline. 120 Days YES/July 1 Unlikely

Our Firm cannot meet the selection process timeline; but for an *optimal* selection process offers: \_\_\_\_\_ days.

- A selection process timeline shall be detailed describing the amount of time needed for an *optimal* selection process. City Council shall approve the selection process timeline prior to the start of the process. City Council's decision as to acceptability shall be deemed in the City of Troy's best interest. The City of Troy is the only party to this contract that may authorize amendment of the selection process timeline.
- Full disclosure of any subcontracted services; if applicable.
- Professional References – provide at least three clients with whom your firm has provided Executive Searches, within the past five (5) years that are similar in scope to the type of work described in this proposal. Contact names and contact information shall be included.
- All components and activities to be itemized on a schedule of values with the unit prices shown. Total cost of the comprehensive Executive Search process must be stated as a not-to-exceed amount including reimbursables.
- A copy of your proposed form of contract for the services to be provided, if any.

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Department at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_, at the cost of \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirement to \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements **SHALL** be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

**NOTE:** Failure on the part of any proposer to contact his/her insurance carrier to verify that the insurance carried by the proposer meets City of Troy specifications may result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:**

A proposer shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**WORKERS' COMPENSATION INSURANCE,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**AUTOMOBILE LIABILITY,** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.



Request for Proposal  
Executive Search for City Manager - Pricing  
Page 10 of 11

**PRICING**

Provide a complete Cost Proposal and detail the cost of the Proposal as detailed on the pricing form below. Clearly define any/all applicable relative direct and indirect costs.

Prices quoted shall remain firm for 60 days or bid award whichever comes first except the successful proposer whose prices shall remain firm for the entire contract period.

**Proposal Cost:** \$ 22,000 including advertising and expenses

**Identify how travel time is handled and invoiced.**

We don't bill for travel time; however the proposal cost is predicated on 4 visits to the city. If additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus hotel charges and travel expenses if required.

**Reimbursable Expenses**

Overnight mail charges	\$ _____
Transportation expenses	\$ <u>actual</u>
Copies	\$ _____
Other expenses, if any	\$ _____
<u>Advertising Costs</u>	\$ <u>2,500</u>
_____	\$ _____
_____	\$ _____

FIRM NAME: GovHR USA, LLC

SIGNATURE/DATE: *Debra Vanheer* 4/10/2018



Request for Proposal  
Executive Search for City Manager  
Page 11 of 11

**SIGNATURE PAGE**

**PRICES**

Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful proposer whose prices shall remain firm from date of award through successful completion of all specified requirements of this contract.

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:** Heidi Voorhees

**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

**FIRM:** GovHR USA, LLC

**ADDRESS:** 630 Dundee Road, Suite 130 **CITY** Northbrook **STATE** IL **ZIP** 60062

**TELEPHONE NUMBER** ( 847)380-3240 **FAX NUMBER** ( 866)803-1500

**REPRESENTATIVE'S NAME** Heidi Voorhees

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:** Heidi Voorhees<sup>(Print)</sup>

**TERMS:** 30 Days **EMAIL:** HVoorhees@GovHRusa.com

**COMPLETION:** AS SPECIFIED IN BID REQUIREMENTS.

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

It is unlikely that we can have a City Manager in place by July 1, 2018.  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:** I, Heidi Voorhees, certify that I have read the **Instructions to Proposers** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:** Heidi Voorhees

**IMPORTANT:** All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the **OSHA "Right to Know" Law**.

**NOTE:** The City of Troy, at their discretion, may require the proposer(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.





## ***Legal Status of Proposer***

**The Proposer shall fill out the appropriate form and strike out the other two:**

---

A **Corporation** duly organized and doing business under the laws of the State of \_\_\_\_\_  
for whom \_\_\_\_\_, bearing the office title of \_\_\_\_\_,  
whose signature is affixed to this proposal, is duly authorized to execute contracts.

---

~~A partnership~~ <sup>LLC</sup>, all members of which, with addresses, is:

Heidi Voorhees, President	630 Dundee Road, Suite 130, Northbrook, IL 60062
---------------------------	--

Joellen Earl, CEO	630 Dundee Road, Suite 130, Northbrook, IL 60062
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---

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

*I am able to certify to the above statements.*

GovHR USA, LLC

Name of Agency/Company/Company *(Please Print)*

Heidi Voorhees, President

Name and title of authorized representative *(Please Print)*

*Heidi Voorhees*

4/10/2018

Signature of authorized representative

Date

*I am unable to certify to the above statements. Attached is my explanation.*



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Heidi Voorhees, being duly sworn deposed, says that he/she
(Print Full Name)

is President. The party making the foregoing proposal or bid,
(State Official Capacity in Company)

that such bid is genuine and not collusion or sham; that said proposer has not colluded, conspired, connived, or agree,
directly or indirectly, with any proposer or person, to put in a sham bid or to refrain from bidding and has not in any
manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix
the bid price or affiant or any other proposer, or to fix any overhead, profit, or cost element of said bid price, or that of
any other proposer, or to secure the advantage against the City of Troy or any person interested in the proposed
contract; and that all statements contained in said proposal or bid are true.

Heidi Voorhees
SIGNATURE OF PERSON SUBMITTING BID

Laurie A. Harrison
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 10 day of April, 2018 in and for Lake County.

My commission expires: 9/3/18





**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

<b>Vendor</b>	
Legal Name	GovHR USA, LLC
Street Address	630 Dundee Road, Suite 130
City	Northbrook, IL
State, Zip	IL, 60062
Corporate I.D. Number/State	
Taxpayer I.D. #	27-0598897

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Heidi Voorhees

Printed Name of Vendor's Authorized Agent: Heidi Voorhees, President

Witness Signature: Laurie A. Harrison

Printed Name of Witness: Laurie Harrison

## Troy City Manager Search - Proposed Timeline

Troy

Timeline

Phase 1: Position Assessment, Announcement and Brochure Development		
Weeks 1 - 2	1.1 One-on-one interviews	Week of Apr 30
	1.1.1 Scheduling interviews with electeds, staff and public	
	1.1.2 Conduct interviews	On-site
	1.1.3 Drafting notes from interviews	
	1.2 Develop Position Announcement	
	1.2.2 Draft position announcement using GovHR model with 1.1.3 notes	
	1.2.3 Proof and finalize	
	1.2.4 Deliver to the client for approval	Position Advertisement
	1.3 Develop Recruitment Brochure	Week of May 7
	1.3.1 Provide notes to GovHR	
	1.3.2 Draft recruitment brochure using GovHR model with 1.1.3 notes	
	1.3.3 Proof and finalize	
	1.3.4 Deliver to the client for approval	Recruitment Brochure
	1.4 Agreement on Recruitment Timetable	Week of May 7
1.4.1 Coordinate with primary client contact		
Phase 2: Advertising, Candidate Recruitment and Outreach		
Weeks 3 - 8	2.1 Placement of ad in publications and online	Week of May 14 - June 4
	2.1.1 Develop list of placements	
	2.1.2 Review list of the placements	
	2.1.3 Consider any position specific ad placement	
	2.1.4 Coordinate and make the placements	4 weeks for posting
	2.2 Consider data base of candidates	Week of May 14 - June 4
	2.2.1 Search and identify candidates based on client organization	
	2.2.2 Review identified candidates	
	2.2.3 Personally contact candidates of interest to request applications	
	Phase 3: Candidate Evaluation and Screening	
Weeks 3 - 8	3.1 Review candidate applications	Week of June 11
	3.1.1 Receive applications through GovHR site	
	3.1.2 Review and rank each candidate	
	3.1.3 Establish a Skype candidate interview list	
	3.1.4 Develop Skype candidate questions	
	3.1.5 Scheduled Skype interviews	
	3.1.6 Conduct Skype interviews	
	3.1.7 <i>Optional, confirm with client - Candidate Testing</i>	
	3.1.8 Establish a Recommended candidate list	
	3.2 Reference check	Week of June 18
	3.2.1 On-line background search of Skype candidates	
	3.2.2 Call references	
	3.2.3 Develop an internal report of on-line background search	
	3.2.4 Review background check report and determine if any action is needed	
Phase 4: Presentation of Recommended Candidates		
Week 9	4.1 Recruitment Report Binders	Week of July 2
	4.1.1 Create the recruitment report for qualified candidates	
	4.1.2 Identify how many recruitment reports the client needs	
	4.1.3 Mail recruitment reports (approx. one week before 4.2)	Recruitment Report
	4.2 Recruitment Report Meeting	Week of July 9
	4.2.1 Schedule an onsite recruitment report meeting	On-site
	4.2.2 Conduct recruitment report meeting	
	4.2.3 Finalize First Round (FR) candidates	
4.2.4 Draft notes from recruitment report meeting		
Phase 5: Interviewing Process		
Week 10	5.1 Establish Interview Content for First Round Interviews	Week of July 9
	5.1.1 Consider interview components (oral presentation, public forum, etc.)	
	5.1.2 Establish the date for the FR interviews	
	5.2 Additional Background check for First Round candidates	Week of July 9
	5.2.1 Background search (criminal and academic) of FR candidates	
	5.2.2 Develop an internal report of formal background check	
	5.2.3 Review background check report and determine if any action is needed	
	5.3 First Round Interview Prep	Week of July 9
	5.3.1 Draft questions for FR interview	
	5.3.2 Create the FR interview books	
	5.3.3 Mail FR interview books to client	Interview Reports
	5.4 First Round Interviews	Week of July 23
	5.4.1 Invite FR candidates to the interview	
	5.4.2 Coordinate accommodations for the FR candidates	
	5.4.3 Schedule tour of client community with staff	
	5.4.4 Facilitate FR Interviews onsite	On-site
	5.4.5 <i>Optional, interview staff that conducted the client community tours</i>	
	5.4.6 Finalize Second Round interview candidates	
5.4.7 Draft report of FR interview process		
5.5 Establish Interview Content for Second Round (SR) interviews	Week of July 23	
5.5.1 Consider interview components (oral presentation, public forum, etc.)		
5.5.2 Establish the date for the SR Interviews		
5.5 Second Round Interview Prep	Week of July 23	

Week 11 - 12

5.5.1	Draft questions for SR interview	
5.6	Second Round Interviews	Week of July 23
5.6.1	Invite SR candidates to the interview	
5.6.2	Coordinate accommodations for the SR candidates	
5.6.3	Facilitate SR interviews onsite	On-site
5.6.4	Draft report of SR interview process	
<b>Phase 6: Appointment of Candidate</b>		
6.1	Notify first choice candidate	Week of July 30
6.1.1	Contact first choice candidate and confirm selection	
6.2	<i>Optional, confirm with client - Employment Agreement assistance</i>	Week of July 30
6.2.1	Assist as requested with Employment Agreement terms	
6.3	Notify FR and SR candidates	Week of July 30
6.3.1	Personally contact each FR and SR to inform them of the results	

**City Manager Recruitments 2009 to Present**

<b>CLIENT</b>	<b>JOB</b>	<b>YEAR</b>	<b>Population</b>
Algonquin, IL	Village Manager	2012	30,046
Alpena, MI	City Manager	2012	10,410
Arlington Heights, IL	Village Manager	2014	75,100
Battle Creek, MI	City Manager	2014	51,911
Beloit, WI	Finance & Administrative Services Director	2014	36,966
Beloit, WI	City Manager	2015	36,966
Beloit, WI	Town Administrator	2016	36,966
Bensenville	Village Manager	2015	20,703
Bondurant, IA	City Administrator	2017	5,493
Brown Deer, WI	Village Manager	2012	12,061
Buffalo Grove, IL	Village Manager	2010	42,909
Burleson, TX	City Manager	2011	36,990
Burlington, IA	City Manager	2011	25,663
Burlington, WI	City Administrator	2014	10,511
Cambridge, MA	City Manager	2016	110,000
Carbondale, IL	City Manager	2011	25,092
Caro, MI	City Manager	2012	4,208
Cary, IL	Village Administrator	2011	18,713
Cedarburg, WI	Town Administrator	2015	11,475
Cheshire, CT	Town Manager	2017	29,261
Clarendon Hills, IL	Village Manager	2010	8,572
Clarendon Hills, IL	Village Administrator	2014	8,572
Crest Hill, IL	City Administrator	2015	20,837
Decatur, IL	City Manager	2014	76,178
DeKalb, IL	City Manager	2013	44,862
Delta Charter Township	Township Manager	2014	32,400
Dixon, IL	City Manager	2015	15,333
Eagle, CO	Town Manager	2017	6,739
East Moline, IL	City Administrator	2011	21,300
East Moline, IL	City Administrator	2016	21,300
East Peoria, IL	City Administrator	2016	23,503
Effingham	City Administrator	2010	12,384
Elmhurst, IL	City Manager	2010	43,300
Fayetteville, NC	Assistant City Manager	2012	208,000
Fayetteville, NC	Assistant City Manager	2017	208,000
Ferguson Township, PA	Township Manager	2017	18,300
Ferguson, MO	City Manager	2015	21,111
Fond du Lac, WI	City Manager	2012	43,021

Fox Lake, IL	Village Administrator	2013	10,550
Freeport, IL	City Manager	2017	25,000
Ft. Atkinson, WI	City Manager	2012	12,300
Galesburg	City Manager	2010	33,706
Garland, TX	Assistant City Manager	2016	233,206
Glen Ellyn, IL	Village Manager	2010	27,000
Glen Ellyn, IL	Assistant Village Manager	2013	27,000
Glencoe, IL	Village Manager	2013	8,723
Glendale, WI	City Administrator	2016	12,920
Greenbelt, MD	City Manager	2016	23,753
Hagerstown, MD	City Administrator	2015	40,612
Hanover Park, IL	Village Manager	2012	37,973
Hartford, WI	City Administrator	2015	14,251
Highland Park, IL	City Manager	2011	31,365
Hinsdale, IL	Village Manager	2013	16,816
Hobart, WI	Village Administrator	2016	8,500
Homer Glen, IL	Village Manager	2011	24,220
Inverness, IL	Village Administrator	2013	7,400
Janesville, WI	City Manager	2013	63,480
Joliet, IL	City Manager	2013	147,500
Joliet, IL	City Manager	2017	147,500
Kalamazoo, MI	City Manager	2013	75,000
Kenilworth, IL	Village Manager	2012	2,562
La Grange, IL	Village Manager	2017	15,732
Lake Geneva, WI	City Administrator	2015	7,710
Lake Villa, IL	Village Administrator	2013	8,774
Lake Zurich, IL	Village Manager	2015	19,631
Libertyville, IL	Village Manager	2016	20,431
Lincoln, IL	City Administrator	2014	14,500
Lincolnshire, IL	Village Manager	2012	7,500
Lindenhurst, IL	Village Administrator	2017	14,468
Lisbon, WI	Town Administrator/Clerk	2014	2,521
Lombard, IL	Village Manager	2013	43,165
Marengo, IL	City Administrator	2011	7,614
Maryland Heights, MO	City Administrator	2015	27,436
Mettawa	Part-time Village Administrator	2010	500
Mokena, IL	Village Administrator	2015	19,042
Moline, IL	City Administrator	2017	43,100
Monmouth, IL	City Administrator	2014	9,444
Morgantown, WV	City Manager	2016	31,000
Morton Grove, IL	Village Administrator	2011	23,500
Mt. Lebanon, PA	Municipal Manager	2015	33,000
Mt. Prospect, IL	Village Manager	2015	54,771
Munster, IN	Town Manager	2014	23,603
New Lenox	Village Administrator	2011	25,000



Newton, IA	City Administrator	2016	15,000
Normal, IL	City Manager	2017	54,264
North Kingstown, RI	Town Manager	2015	26,326
Oak Brook, IL	Village Manager	2014	7,883
Oak Creek, WI	City Administrator	2016	34,626
Oakland Township, MI	Township Manager	2013	16,779
Orland Park, IL	Village Manager	2016	60,000
Orland Park, IL	Village Manager	2016	60,000
Pekin, IL	City Manager	2016	33,223
Plymouth	Director of City Services	2010	8,468
Prairie Du Chien, WI	City Administrator	2017	5,900
Princeton, IL	City Manager	2011	7,500
Princeton, WI	City Administrator	2010	1,504
Provincetown, MA	Town Manager	2015	2,990
Racine, WI	City Administrator	2016	78,200
Republic, MO	City Administrator	2016	15,590
Richfield	Village Administrator	2009	11,500
River Forest, IL	Village Administrator	2010	11,635
Rochester, MI	City Manager	2015	13,000
Rock Island	City Manager	2011	39,684
Rome, WI	Town Administrator	2016	2,720
Schiller Park, IL	Village Manager	2015	11,870
Shorewood, IL	Village Administrator	2011	15,615
Shorewood, WI	Village Manager	2017	13,331
Skokie, IL	Village Manager	2013	65,000
Sykesville, MD	Town Manager	2017	3,941
Tinley Park, IL	Village Manager	2013	58,000
University City, MO	City Manager	2017	35,115
Volo, IL	Village Administrator	2013	3,300
Waldwick, NJ	Borough Administrator	2015	9,800
Washington, IA	City Administrator	2011	7,266
Washington, IL	City Administrator	2015	15,700
Wauconda, IL	Village Administrator	2013	13,603
Wauconda, IL	Village Administrator	2017	13,896
Waukesha, WI	City Administrator	2012	71,000
Waukesha, WI	City Administrator	2014	71,000
Webster City, IA	City Manager	2016	8,000
West Bend, WI	City Administrator	2016	31,000
West Liberty, IA	City Manager	2013	3,736
Whitewater, WI	City Manager	2012	14,300
Wildwood, MO	City Administrator	2014	35,517
Williamstown, MA	Town Manager	2015	8,400
Woodridge, IL	Village Administrator	2017	32,971



# GovHR USA

GovTempsUSA

City of Troy, Michigan  
City Manager  
Recruitment and Selection Process

Heidi Voorhees, President & Jaymes Vettraino, Vice President  
June 4, 2018

630 Dundee Road, Suite 130, Northbrook, IL 60062  
Local: 847.380.3240 info@govhrusa.com GovHRUSA.com

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# GovHR USA

GovTempsUSA

## Outline

- Our Philosophy
- Our Experience
- Our Process
- The Path to Success
  - Our Guarantee and Commitment
- Reasons to Consider GovHR USA

▶ 2



## Our Philosophy

- Service** – We are your partner throughout the process.
- Integrity** – We deliver our services thoroughly, on time, and professionally. We encourage you to talk with any of our previous clients.
- Trust** – We provide you with our honest assessment of candidates.
- Respect** – We are well regarded in both the local government and executive recruitment professions, bringing credibility to your process.

▶ 3



## Our Experience

- ▶ Consultants are located in Arizona, Florida, Illinois, Indiana, Michigan and Wisconsin, giving us national expertise and contacts.
- ▶ Since 2009, GovHR USA has been engaged to conduct approximately 450 recruitments in 29 states.
- ▶ 28% of our Clients are repeat customers, and of those repeat customers, 46% have conducted more than two recruitment processes with us.
- ▶ Our Consultants (20) bring a unique combination of experience in executive recruitment and in serving as managers in all disciplines of local government.

▶ 4



## Our Experience

GovHR has conducted the following similar recruitments:

- Kent County, MI – County Administrator (2017/18)
- Normal, IL - City Manager (2017/18)
- Cambridge, MA – City Manager (2016)
- Rochester, MI – City Manager (2015)

▶ 5



## Consultant Heidi Voorhees

- Conducted more than 250 executive recruitments for local governments, associations and not-for-profit organizations throughout the country in the last 15 years.
- Served 19 years in local government in Kansas City, MO, Schaumburg, IL including 10 years as Village Manager for Wilmette, IL.
- Held leadership positions on ILCMA Board, Metro Managers Board and founding member of the Legacy Project.

▶ 6



### Consultant Jaymes Vettraino

- Unique combination of Michigan management and academic experience
  - Michigan native and manager
    - 17 year career as a City Manager
    - City Manager of Rochester, 2008 – 2015
  - Professor at Rochester College and Oakland University
    - Area of teaching and research include Social Enterprise, Organizational Behavior and Public Budgeting
- Joined GovHR in 2016 as Vice President focused on Michigan

▶ 7



### GovHR USA offers Troy:

The resources and experience of a national public sector recruiting firm with a deep understanding of southeast Michigan.

▶ 8

**GovHR USA**  
GovTempUSA

## Our Tailored Process

- **Organizational and Position Assessment**
  - Understanding of challenges, opportunities, organizational culture and expectations is critical to success.
- **Development of Recruitment Brochure**
  - Detailed recruiting tool that is widely e-mailed, posted on social media and on our website which has 5,000 views per month.

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**GovHR USA**  
GovTempUSA

## Our Process (cont'd.)

- **Candidate Contact and Open Recruitment**
  - Place position announcement on social media and on professional websites.
  - Outreach to potential candidates using email, telephone calls, and personal contact, including those recommended through outreach.
  - Development of 500+ email database specific to the City Manager recruitment.
- **Complete Process Coordination**
  - Acknowledgement and management of candidate applications and submitted materials.

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## Our Process (cont'd.)

- ▶ **Initial Screening**
  - ▶ Screen/review all applicants matching credentials with criteria in recruitment brochure.
- ▶ **Due Diligence**
  - ▶ Skype interview with prospective candidates.
  - ▶ Conduct background inquiries and reference calls.
  - ▶ Search internet and all social media sites for news stories and posts on Twitter and Facebook pertaining to candidates.
- ▶ **Prepare and Present Report**
  - ▶ Identification of semi-finalists for interview consideration. Report on interviews and references. Video interviews can also be provided to the City.

▶ 11



## Our Process (cont'd.)

- ▶ Facilitate selection of finalists for interview.
- ▶ Arrange for additional background inquiries prior to interview.
  - ▶ Criminal, credit, motor vehicle and educational verification.
- ▶ Prepare interview questions and procedures for review, editing and comment.

▶ 12



## Our Process (cont'd.)

- Develop a customized final selection process based on conversations with the City. Can include a community forum, leadership/management testing or other tools to develop the most complete profile of the final candidates for the City.
- Facilitate final interviews and selection, ensuring the City have the information needed to make a final decision.
- Aid in negotiation of contract, if desired.

▶ 13



## The Path to Success

- Success requires a partnership between GovHR USA and the Search Committee.
- We are known for our process, approach, network and record of our guarantee.
- We are known for our commitment to diversity.
- We are known for our commitment to communication.
- We are known for our commitment to the profession of local government management.

▶ 14





## Our Guarantee

- We stay with you until you have selected the ideal candidate.
  - We will search for additional candidates if necessary – no additional consultant fee.
- We offer a two year guarantee for our candidates.
  - No consultant fee for a new search, only expenses.

▶ 15



## Our Commitment – Communication

- Accessible throughout the process – via telephone, email and/or Skype.
- Maintain regular contact with our liaison(s) as assigned by the Search Committee - will provide regular updates throughout the process, in addition to established milestones.
- Provide regular status updates by telephone or email as requested.
- Follow-up with candidates.

▶ 16



## Our Commitment - Profession

- We provide career counseling services to anyone who requests it for no charge – interview advice, resume review – including Managers In Transition.
- We offer sessions for mock interviews and resume reviews during state association conferences for no charge.
- We regularly present at national and state conferences on a variety of topics – ICMA, state conferences in Iowa, Illinois, North Carolina, Ohio and Wisconsin.
- We work to promote women and minorities in the profession.

▶ 17



## Reasons to Consider GovHR USA

- Depth of experience in executive recruitment throughout the United States.
- Extensive outreach component to recruitment and selection process including information gathering at process outset and utilization of social media for candidate outreach.
- Knowledge of and commitment to diversity, communication and professional local government management.
- Our excellent reputation for a thorough and professional process.

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We hope to have the opportunity to  
work with you!

Thank you!



# CITY COUNCIL AGENDA ITEM

**Date:** June 4, 2018

**To:** Honorable Mayor and City Council

**From:** Lori Grigg Bluhm, City Attorney  
 Jeanette Menig, Human Resources Director  
 MaryBeth Murz, Purchasing Manager

**Subject:** Award Standard Purchasing Resolution 8 – Best Value Award - Executive Search for City Manager

**History**

The Purchasing Department in conjunction with the Human Resources Department and the City Attorney developed a Request for Proposal for an Executive Search for City Manager. City Council received the Request for Proposal for review in the April 9, 2018 City Council Agenda packet.

**Purchasing**

- March 29, 2018 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website: [www.mitn.info](http://www.mitn.info). The vendor list from MITN was supplemented by the Purchasing Department with additional firms who were also notified via email.
- The Request for Proposal was emailed to the following firms:
  - CPS Human Resources Consulting Washington, DC
  - Deacon Group Shelby Township, MI
  - Michigan Municipal League Ann Arbor, MI
  - Waters Consulting Dallas, TX
  - Strategic Government Resources Keller, TX
  - Mercer Group Troy, OH
- April 18, 2018 a bid opening was conducted and Proposals were received as required by City Charter and Code for Municipal Testing Services. Below is a summary of potential firms.

Companies notified via MITN	437
Troy Companies notified via MITN	34
Troy Companies - Active email Notification	2
Troy Companies - Active Free	32
Companies that viewed the bid	19
Troy Companies that viewed the bid	2

***MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

***Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.*

***Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.*

***Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.*



**STANDARD PURCHASING RESOLUTION 8 – Best Value Award – Executive Search for City Manager**

RESOLVED, That Troy City Council hereby **AWARDS** a contract as a result of the best value process to the Executive Search Firm; \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_ at the proposal pricing contained in the bid tabulation which is **ATTACHED**.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the firm's submission of properly executed proposal and contract documents, satisfactory references, insurance certificates and all other specified requirements.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Assurance Agency, Ltd 1750 E Golf Road Suite 1100 Schaumburg IL 60173	<b>CONTACT NAME:</b> Select
	<b>PHONE (A/C No. Ext):</b> 8477975700 <b>FAX (A/C No.):</b> (847) 440-9130 <b>E-MAIL ADDRESS:</b> select@assuranceagency.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> GOVHUSA-01 GovHR USA, LLC GovTemps USA, LLC 630 Dundee Rd #130 Northbrook IL 60062	<b>INSURER A:</b> Everest Insurance Co
	<b>INSURER B:</b> Lloyds of London
	<b>INSURER C:</b> Hartford Fire Insurance
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>
	<b>NAIC #</b> 38288

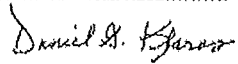
**COVERAGES**      **CERTIFICATE NUMBER:** 41287641      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		91ML001668181	7/7/2018	7/7/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		91ML001668181	7/7/2018	7/7/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		91CU001265181	7/7/2018	7/7/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	83WECBZ8768	3/7/2018	3/7/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A B A	Crime Cyber Liability Employment Practices Liability		91CR000639181 ESH00645885 91ML001668181	7/7/2018 7/7/2018 7/7/2018	7/7/2019 7/7/2019 7/7/2019	Limit: 100,000 Aggregate: 250,000 Occurrence: 1,000,000 Deductible: 1,000 Agg.: 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Professional Liability - Everest Insurance Co. - 91ML00166181 - Effective 7/7/2018 to 7/7/2019. \$1M Occurrence. \$2M Aggregate.

It is agreed that the Certificate Holder is added as Additional Insured, when required by written contract, on the General Liability on a primary and non-contributory basis with respect to operations performed by the named insured in connection with this project.

<b>CERTIFICATE HOLDER</b>  City of Troy 500 W. Big Beaver Rd. ATTN: Purchasing Troy MI 48084	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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