



**San Bernardino LAFCO**  
**Proposal: Assisted Staffing Services**

**Target Search – Executive Director**

**Overview**

Assist with staffing the Executive Director position. Present 3 to 5 candidates that meet the specified profile. The Position Profile has been provided by client.

**Methodology**

- Position will be posted to multiple websites as well as AMc to provide maximum visibility.
- Targeted sourcing, based on the job profile, will begin with telephone contacts, current established networks, Internet mining, cold call search other search techniques.
- Develop 2 interview guides with targeted questions and candidate evaluation matrix (telephone screen and one onsite).
- Incoming resumes/applicants will be reviewed and those qualifying will be telephone screened.
- Candidates that meet the profile and qualify via the screen will be forwarded to client for on-site interview.
- Support activities including reference checks and degree verification can be provided if desired.
- On-site interview assistance will be provided (1 onsite meeting only)

**Schedule**

The project will begin in March 2010 upon receipt of approved agreement and commencement fee. Estimated completion date is July 2010.

**Fee**

A&Mc bill on an hourly fee basis. Our hourly rates are:

Mary Alcock	\$200/hour	Principal Consultant	\$150/hour
Senior Consultant	\$135/hour	Associates	\$80-100/hour
Research Associates	\$60/hour	Administrative Staff	\$25/hour

The total not-to-exceed cost for the project is \$7,500. The project will be billed on a bi-weekly basis; invoices payable 10 working days upon receipt. Status reports detailing activity will be included with the invoice. A commencement fee of \$2,500 is requested to begin the project. Initial hours worked will be billed against this fee.

Any additional material costs such as web posting, print advertising, candidate or interviewer travel, costs for interview meals, etc., will be pre-approved by San Bernardino LAFCO and billed separate from the search project at actual cost. All candidates, resumes and other sourcing information will become the property of client.

**Project #30131 Agreement**

**Assisted Staffing Services NTE: \$7,500.00**

**Commencement Fee \$2,500.00**

**San Bernardino LAFCO**

**Alcock & McFadden, Inc.**

**By:**

**By:**

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**Title:**

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**Title:**

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**Date:**

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**Date:**

A M c

Alcock & McFadden

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Invoice # 30131-00-09

September 23, 2009

Kathleen Rollings McDonald  
Executive Officer  
Local Agency Formation Commission  
215 North "D" Street, Suite 204  
San Bernardino, CA 92415-0490

via email: [kmcdonald@lafco.sbcounty.gov](mailto:kmcdonald@lafco.sbcounty.gov)

- **Project 30131 Staffing Assistance**  
**Executive Officer**  
**Commencement Fee \$2,500.00**

Thank you for the opportunity to work with your organization.

*Please make check payable to Alcock & McFadden*  
A California Corporation – EIN 33-0710575