

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 ~ townofcanandaigua.org
Established 1791

Request for Quotes **Executive Search Consultant – Town Manager Recruitment Services**

Released: December 8, 2023

Due: December 15, 2023

Project Summary

The Town of Canandaigua is seeking quotes from experienced executive search entity for the successful recruitment, screening, and identification of qualified candidates to its Town Board and Search Committee for interviews and appointment as Town Manager.

Example of Scope of Services

- Working with the Town Board and search committee to develop a candidate profile that meets the Town's desired qualifications and experience
- Once the candidate profile is established the entity shall present to the Board and Search Committee an advertising plan to attract a diverse pool of qualified candidates, and a time table for recruitment
- The entity shall receive all the resumes and other applicable documents from candidates
- The entity shall review the candidates credentials based on the established criteria provided by the Town Board, Search Committee, and interested members of the community.
- Select the most qualified, skilled, and articulate candidates for the Town Board and Search Committee to review and provide a written report summarizing results and the identifications of candidates for consideration
- Arrange for and/or conduct finalist(s) professional background investigation(s)
- Advise the search committee on interview strategies, techniques, questions, etc. as needed
- Assist with employment negotiations if requested or as deemed necessary
- Full disclosure of any previous relationships between the entity and all candidates being considered

Questions

All questions about this must be directed to Lindsay Frarey: LFrarey@townofcanandaigua.org.