



City of Garibaldi

Local Government Personnel Institute

Fire Chief Recruitment	Travel	Est LGPI Hrs
Phase I (Review & Update Position Profile)		
Review current job description, discuss position expectations/profile, and develop recruitment strategy		4.00
1 round-trip to Garibaldi	373.09	
Estimated Time for Phase I		4.00
Estimated Cost for Phase I		933.09
Phase II (Advertising & Solicitation)		
Prepare recruitment materials and ads for City Manager review		7.00
Finalize recruitment materials		2.00
Submit ads to various outlets (print, online, etc.)		4.00
Communicate with applicants (time estimate depending on volume)		3.00
Estimated Time for Phase II		16.00
Estimated Cost for Phase II		2,240.00
Phase III (Applicant Screening)		
Develop screening criteria, interview questions, and screening/interview process		5.00
Screen applications (time estimate depending on volume)		8.00
Contact candidates to schedule interviews		2.00
Interview panel briefing regarding interview process/protocol - 1 round-trip to Garibaldi	373.09	3.00
Consult in selection of top candidate(s)		2.00
Estimated Time for Phase III		20.00
Estimated Cost for Phase III		3,173.09
Phase IV (Reference & Background Check)		
Develop conditional offer letter		1.00
Conduct reference and background investigation on top candidate		10.00
Gather computerized background check reports		1.00
Prepare and finalize pre-employment background investigation report		3.00
Estimated Time for Phase IV		15.00
Estimated Cost for Phase IV		2,100.00
Phase V (Recruitment Close Out)		
Consult in finalizing candidate recruitment - 1 round-trip to Garibaldi	373.09	2.00
Prepare and send letters to candidates not selected		3.00
Estimated Time for Phase V		5.00
Estimated Cost for Phase V		1,073.09
Estimated Total Time for Project		60.00
Rate for Project Hours	Member Rate	140.00
Estimated Total Travel Costs (assumes 3 round trips to Garibaldi)		1,119.27
Estimated Total Cost of Project (including travel costs)		\$ 9,519.27

This is a good faith estimate; however, it is not a fixed bid. The time for the project will be billed based on actual time, whether more or less hours than estimated herein. This estimate does not include changes or modifications to the project. Some work on this project may be completed by LGPI contract consultants based on workload, and where feasible the Administrative Assistant will do portions of the work at a lower rate.

Any incidentals including copies, postage, consultant meals/lodging and publishing of recruitment advertisements are in addition to the services described above.