



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 02/13/07

AGENDA ITEM \_\_\_\_\_

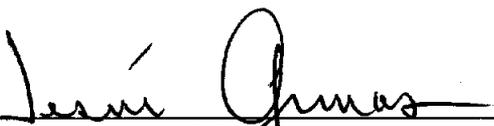
WORK SESSION ITEM WS #3

**TO:** Mayor and City Council  
**FROM:** City Manager  
**SUBJECT:** Request for Proposals for Executive Search Services

It is customary for cities to retain an executive search firm to aid in the recruitment of a City Manager. There are a number of firms prepared to render this service. To ascertain the level of interest in conducting a search for Hayward and to evaluate the qualifications of such firms, staff suggests that it be authorized to prepare and distribute a Request for Proposals. In responding to the RFP, firms will be asked to identify not only how they propose to conduct the recruitment, but also to outline the various steps they propose to utilize in the course of the engagement.

It is critical that whichever firm is selected, that it be one with whom the Council can establish a constructive working relationship. This can best be ascertained if the Council is involved in the process used to select a firm. Accordingly, it is suggested that the Council agree to interview up to five firms. If more than five firms submit a proposal, it is also suggested that an ad hoc committee of the Council be established to review all of the submittals and to identify up to five to be interviewed by the full Council.

Once a firm is retained, it can meet with the Council to identify all of the steps associated with the recruitment process, along with a related schedule or timetable.

  
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Jesús Armas, City Manager