



HUMAN RESOURCES
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Benton County, Oregon - Request for Information for Executive Search Firm

March 12, 2024

Benton County is soliciting statements of qualifications and information from Executive Search Consultants wishing to assist the County in performing a search for qualified candidates for the position of Chief Financial Officer. The County's Human Resources Department may provide results from stakeholder interviews to assist the Consultant in the development of an Ideal Candidate Profile.

The Consultant will design and assist in the implementation of a comprehensive plan to identify, recruit and select qualified candidates. It is the County's expectation that the firm would recruit a diverse pool of qualified candidates for consideration. Ideal start date for the person in this position is July 1, 2024.

We may follow up on your response with interviews, if necessary. This request does not commit Benton County to award a contract or pay any incurred costs in association with the preparation of a response to this Request for Information. Benton County reserves the right to accept or reject any or all responses received as a result of this request, if it is considered in the best interest of Benton County. Benton County will require the vendor selected to participate in project scope and cost negotiations.

Interested parties should submit their responses to this solicitation via email no later than Friday, March 29, 2024. Response should include qualifications and resume(s) of search project lead, local references (Oregon-PNW), fee structure, options for menu of services, and performance/retention guarantees, if offered. Specific services will be determined in consultation with Benton County officials.

Direct responses to: regan.orsborn@bentoncountyor.gov

Scope of Work:

Assist the County to develop a candidate profile; advertise the position; directly solicit candidates; conduct initial vetting; review initial candidates with the County's search committee/HR Director; present a written report on background, strengths, accomplishments, video interviews, reference lists on each recommended finalist; coordinate and facilitate final interview process with suggested interview questions; assist the County with salary and relocation negotiations; coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed professional reference checks on recommended finalists, if requested.

The Human Resources Director and staff will be available to assist in scheduling meetings, facilitating interviews, providing recruitment information, benefit package for the selected candidate, etc.

Please respond to the following questions:

1. Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.

2. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in Scope of Work.

3. Describe your proposed strategy to complete the recruitment, including a timeline and a general statement of the philosophy of the firm.

4. Describe the experience of the firm in the past thirty-six (36) months in performing similar services. Particular emphasis should be placed on recruitments performed for similar-sized local government organizations.

5. Describe the firm's experience successfully recruiting for executive-level city/county manager positions.

6. If the Chief Financial Officer is deemed unsuitable and terminated in the first year of employment, describe what, if any, refund or credit will be provided to the County.