

# **Recruitment Service Providers**



In response to members' requests for assistance with executive level recruitment services, VLCT issued a request for proposals seeking qualified vendors. All vendors offer discounted pricing for VLCT members. For more information contact Abby Friedman, VLCT Municipal Assistance Center Director 802-262-1926 or [afriedman@vlct.org](mailto:afriedman@vlct.org)

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## Criteria and Services

The criteria VLCT used to vet vendors along with information about the types of services they offer is below. Vendors were all asked about additional services (see Optional Additional Services tab), but not all of the vendors provide all of the services listed. Additionally, the comparison chart provides an at-a-glance snapshot, but each vendor is unique and so is your municipality. We encourage you to be thoughtful and strategic in your selection and to make sure to follow any of the relevant municipality policies you've adopted around purchasing, contracts, and hiring.

- [Vendor Criteria](#)
- [Services Offered](#)
- [Enhanced Services \(Optional\)](#)

### Vendor Criteria\*

- Five or more years of experience in public sector recruitment services
- Reasonable fees for exceptional services and discount for VLCT members
- References from past municipal clients



- History of successful recruitments, demonstrated by number of recruitments and average tenure, of senior level municipal officials, including:
  - chief executive officers/managers
  - administrators
  - department supervisors
- Experience drafting exceptional job descriptions and job ads, successfully marketing the position to diverse candidates, and retaining new candidates
- Met general eligibility requirements related to best practices in business operations, including:
  - active registration with Vermont Secretary of State
  - provided certificates of insurance coverage for general liability, automobile and workers' compensation
  - is not on state or federal debarment lists
  - has no pending litigation with Vermont municipality
  - disclosed current, potential, or perceived conflicts of interest with any Vermont municipality.

*\*As of early 2024.*

All of the vendors included on this page offer these services.

- Prepare a recruitment plan and advertising plan for board approval .
- Prepare a community prospectus that informs applicants about the community.
- Review job description and pay range; make recommendations relative to current needs and market conditions.
- Prepare and place employment advertisements.
- Develop screening process of applications and implement for first round interviews.
  
- Schedule interviews; plan itineraries.



- Draft interview questions; conduct interviews.
- Development of final interview process; draft questions, evaluation form, etc.
- Schedule final interviews with candidates and lead final interviews.
- Coordinate debriefing and lead selection process.
- Conduct reference and background checks,
- Create the offer package for the selected candidate that includes the draft offer letter and draft employment agreement.
- Provide consultation as needed during the negotiation process.

### **Optional Additional Services**

Several vendors are able to offer additional executive level recruitment services. The list below includes the type of services offered. Refer to the comparison grid to see who is able to offer additional services and contact the vendor directly for more information about what they provide.

### **Additional services may include**

- Goal setting and strategic planning
- Internal communication with staff
- Public engagement
- Performance management
- Public speaking
- Meeting management
- Leadership
- Time management
- Customer Service
- Mentorship matchmaking



### Vendor Services Comparison Chart

Services	Baker-Tilly	Berkley	GovHR	Leonine	MMS	SGR
Executive Recruitment	X	X	X	X	X	X
Expanded Executive Recruitment	X	X	X			X
Executive Training & Coaching	X	X	X	X	X	X
Interim Managers				X	X	

## VLCT Business Alliance Program Preferred Partners

The following qualified vendors meet criteria VLCT determined is important for offering executive level recruitment services. These vendors responded to a request for proposals



VLCT issued in early 2024.

## **Baker Tilly**

### **Baker Tilly**

Baker-Tilly provides local government executive recruitment and interim placement services as well as onboarding, training and coaching.

**Contact:** Anne Lewis

Managing Director

[anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com)

**Address:** 8219 Leesburg Pike, Suite 800

Tysons Corner, VA 22182

**Phone:** 703-923-8214

**Website:** [bakertilly.com](http://bakertilly.com)

## **Berkeley Search Consultants**

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Berkeley Search Consultants offers comprehensive range of public sector manager and executive staff recruitment services for placements and interim engagements.

**Contact:** Efton Hall, Jr.

Sr. Vice President, Healthcare & Public Sector

[ehall@berkeleysearch.com](mailto:ehall@berkeleysearch.com)

**Address:** 1990 N. California Blvd., Suite 20 PMB 1206,

Walnut Creek, CA 94596

**Phone:** 510-898-9308

**Website:** [berkeleysearch.com](http://berkeleysearch.com)

## GovHR USA

### **GovHR USA**

GovHR USA employs a team of professionals with backgrounds in local government and the not-for-profit sector, and it offers full-service executive recruitment and selection services that are customized to meet client organization's individual needs.

**Contact:** Laurie Pederson

Senior Vice President, Operations & Client Services



[LPederson@GovHRusa.com](mailto:LPederson@GovHRusa.com)

**Address:** 630 Dundee Road, Suite 225

Northbrook, IL 60062

**Phone:** 847-380-3198

**Website:** [govHRusa.com](http://govHRusa.com)

## **Leonine Public Affairs, LLP**

### **Leonine Public Affairs, LLP**

Leonine Public Affairs is a Vermont-based firm that offers manager recruitment as well as onboarding and management training services utilizing its staff's broad expertise. Also assists with developing and implementing vision for community success.

**Contact:**

**Address:** 1 Blanchard Court, Suite 101,

Montpelier, VT 05602

**Phone:** 802-229-4900

**Website:** [leoninepublicaffairs.com](http://leoninepublicaffairs.com)





## **Municipal Management Services, Inc.**

### **Municipal Management Services, Inc. (MMS)**

MMS is a Vermont company specializing in manager and executive level recruitment, training, interim municipal manager, new hire mentoring and project management services.

**Contact:** Tom Yennerell

Owner

[tyennerell@municipalmgtservices.com](mailto:tyennerell@municipalmgtservices.com)

**Address:** 222 Parkview Road

Springfield, VT 05156

**Phone:** 970-570-9060

**Website:** [municipalmgtservices.com](http://municipalmgtservices.com)

## **Strategic Government Resources**



**Strategic Government Resources (SGR)**

SGR is a full-service firm, specializing in executive recruitment, interim placements, training, leadership development, employee coaching, and other consulting services.

**Contact:** JJ Peters

President of Executive Recruitment

[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)

**Address:** P.O. Box 1642

Keller, Texas 76244

**Phone:** 817-337-8581

**Website:** [governmentresource.com](http://governmentresource.com)

