



- Provide weekly update report outlining clear data tracking metrics for candidates in process including the number of candidates currently engaged at each step (e.g. screening, interview, rejections, etc.).
- Develop and provide interview question guides for CPS interviews and rating rubrics.
- Manage correspondence with unsuccessful candidates in a timely and respectful manner.
- Coordinate with designated CPS staff to schedule interviews and candidate communication as necessary.

~~Perform other evaluative functions as required in the course of the search process~~

**DELIVERABLES:**

The executive search firms will:

- Develop and coordinate the execution of an effective, timely search strategy for designed executive and/or officer positions.
- Complete in-take meeting and submit finalized job description for each position based on discussions with designated CPS representatives

**FINANCIAL:**

Fund 115

Talent Office, Unit: #11010

\$175,000, FY20

Not to exceed \$175,000 in the aggregate for the one (1) year renewal term.

Future year funding is contingent upon budget appropriation and approval.

**GENERAL CONDITIONS:**

1)

Vendor # 18825

4)

Vendor # 19586

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