

**RESOLUTION NO. R22-41**

**A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE MAYOR TO ENTER INTO PROFESSIONAL SERVICES WITH PROTHMAN RELATED TO EMPLOYMENT SOURCING FOR A CITY OF LAUREL PLANNER**

BE IT RESOLVED by the City Council of the City of Laurel, Montana,

Section 1: Approval. The Professional Services Proposal from Prothman, related to employment sourcing for a City of Laurel Planner (hereinafter "Prothman Professional Services Proposal"), a copy attached hereto and incorporated herein, is hereby approved.

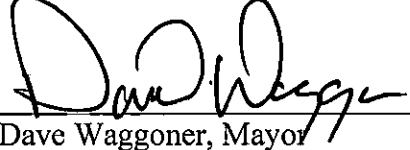
Section 2: Execution. The Mayor is hereby given authority to enter into a professional services relationship with Prothman, related to employment sourcing for a City of Laurel Planner, according to the terms and conditions of the Prothman Professional Services Proposal.

Introduced at a regular meeting of the City Council on the 9<sup>th</sup> day of August 2022, by Council Member Mountsier.

PASSED and APPROVED by the City Council of the City of Laurel the 9<sup>th</sup> day of August 2022.

APPROVED by the Mayor the 9<sup>th</sup> day of August 2022.

CITY OF LAUREL

  
Dave Waggoner, Mayor

ATTEST:

  
Kelly Strecker, Clerk-Treasurer

APPROVED AS TO FORM:

  
Michele L. Braukmann, Civil City Attorney

## **Sourcing & Outreach**

### **Position Profile Development**

Working with you, we will create a position profile. This document will be posted on our website. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
- ◆ **Organization & community specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

### **Advertising & Outreach Strategy**

Our staff will handle all advertising and outreach on your behalf. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Targeted Candidate Outreach** via direct mail recruitment brochure sent directly to hundreds of highly qualified city/county professionals who are not actively searching for a new position.
- ◆ **Focused Personal Candidate Outreach** via emails sent directly to city/county professionals from our database.
- ◆ **Posting the Position Profile on Prothman Facebook, LinkedIn, and on the Prothman Website**, which receives over five thousand visits per week from potential candidates.

### **Application Collection - Use of OAS, Online Application Service**

We will work with you to set up your application in our OAS software. With your personal login and administration page, you will be able to view applications, resumes, cover letters and other documents as they are submitted. You will also be able to rank and take notes on each application. For a demo: [www.prothman-jobboard.com/OnlineApplicationService.aspx](http://www.prothman-jobboard.com/OnlineApplicationService.aspx)

OR, we will collect applications via Prothman online application process and forward applications to you electronically.

### **The City of Laurel handles all screening and interviews from this point**

### **Warranty**

If a candidate is not chosen from the first pool of applicants, we will repeat the process with no additional fee, the only cost to you would be the cost for the advertising and direct mail.

### **Fee & Expenses**

The fee for the first Sourcing Only Recruitment is \$6,500, and \$5,500 for all subsequent Sourcing Only Recruitments. The professional fee is billed at the beginning of each recruitment. The client will be responsible for reimbursing Prothman for advertising and direct mail expenses for each recruitment. We do not markup expenses, and expense items will vary depending on the position title and include:

- Trade journal, websites, LinkedIn, and other advertising (approx. \$900 - 1,700)
- Direct mail announcements (1,900)



August 11, 2022

Ms. Brittney Moorman  
Administrative Assistant  
City of Laurel  
P.O. Box 10  
Laurel, MT 59044

Dear Ms. Moorman:

We thank the City of Laurel for its confidence in Prothman to assist in providing sourcing and outreach services for your City Planner recruitment. The following represents a scope of work for these services and the associated professional fee and expenses.

## **Sourcing & Outreach Only Services**

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Accepted by:

**CITY OF LAUREL**

8/16/22  
Date

Dave Wagner  
Name

MAYOR  
Title

**PROTHMAN**

Sonja Prothman Aug. 11, 2022  
Date  
Sonja Prothman  
Owner / CEO



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