



Evelyn Minor-Lawrence  
Director

DEPARTMENT OF HUMAN RESOURCES

PUBLIC SERVICES BUILDING  
2051 Kaen Road | Oregon City, OR 97045

To: Board of County Commissioners  
From: Jared Haddock, Recruitment Manager  
CC: Evelyn Minor-Lawrence, Director of Human Resources  
RE: Approval of County Counsel Search Firm RFQ  
Date: September 6, 2023

**REQUEST:** BCC approval of the draft RFQ scope of work for a firm to assist in County Counsel recruitment.

**BACKGROUND:** Stephen Madkour has provided notice of his intent to retire from Clackamas County as County Counsel. The County Counsel position provides legal representation and advice to the BCC, County departments, elected officials, and other authorities on all legal matters involving the County and oversees the Office of County Counsel.

This leaves a need to recruit and hire an individual to fill the soon-to-be vacant position. Using an executive search firm could provide advantages for the County to fill such an important role.

### 1. Past Practice

Clackamas County has used search firms to fill the County Administrator role in 2009, 2013, and 2018. Executive search firms utilized were:

- Prothman Company, 2009
- Colin Baenziger & Associates, 2013
- Strategic Government Resources, Inc., 2018

### 2. Next Steps

Provided is a scope of work for an RFQ, which would describe the work needed from a search firm. Once approved, the County Procurement Division will post this RFQ, and vendors can submit themselves for consideration.

Once the RFQ has been posted and closes, HR will review all vendors to determine who would be the most appropriate to manage the County Counsel recruitment. HR would then come back to the BCC to make a recommendation for the selection of a search firm.

**ATTACHMENTS:** Proposed RFQ Scope of Work



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### **RFQ SCOPE of Work**

The purpose of this RFQ is to retain an executive search firm to handle the recruitment for the position of County Counsel for Clackamas County. The County Counsel position reports directly to the elected Board of County Commissioners and serves as the chief legal officer for a county government of over 2000 employees and an annual County budget of \$1.2 billion.

The County anticipates that the firm selected will oversee and coordinate the following phases of the recruitment process, in collaboration with the Board of County Commissioners and staff designees:

1. Development of a recruitment strategy
2. Advertising and outreach campaign
3. Candidate Screening
4. Interview process/coordination
5. Candidate selection process (reference checking as needed)

The selected firm is expected to be the primary point of contact with candidate coordination including but not limited to collecting application materials, screening applicants, interview, and travel coordination, as well as providing status updates and communicating with candidates. The contractor will pay for all candidate travel expenses and will receive reimbursement under County policy. Unless otherwise approved by the County Administrator, travel expenses will not exceed those rates authorized in the Contractor Travel Reimbursement Policy.

The selected search firm will comply with all federal and state laws governing the recruitment process.

The selected contractor will provide regular recruitment status updates to the BCC and staff designees.

The quotes will be internally reviewed and those quotes that are deemed the most beneficial to the County will be presented to the Board of County Commissioners in a public meeting to make a final selection.

### **QUOTE**

Quotes should be short and concise with the following information:

1. Firm qualifications: Resumes of key staff assigned to the project and list of executive recruitment processes handled by the firm within the last three years. Note if you have worked with public entities similar to Clackamas County and if you have recruited for a chief legal officer position or equivalent.
2. Work plan & timeline: Detailed description of the proposed work plan to carry out the activities identified in the scope of work above, as well as an associated timeline for the recruitment process, including key stages and proposed dates.
3. Approach:

- a. Describe your approach for customizing this executive recruitment to the needs of the Clackamas County Board of County Commissioners. Please also describe how you would engage other stakeholders.
  - b. Describe any challenges you anticipate with handling a recruitment of this nature. How do you propose overcoming potential obstacles?
4. Cost: Submit a cost proposal, including a proposed amount for each phase and the overall cost for the project, including travel costs.
5. References: Provide three (3) professional references, preferably those familiar with your experience conducting a large-scale search for executive positions or comparable.

### **EVALUATION**

Quotes will be evaluated based on subjective factors including, but not limited to: firm experience, staff experience, work plan/timeline, approach, costs and references.