



REQUEST FOR QUOTATION

PURPOSE

1. The purpose of this Request for Quotation (RFQ) is to seek the services of a suitably qualified and experienced practitioner to provide guidance and assistance to the City of Kalamunda's Council in the recruitment of a Chief Executive Officer.

CONSULTANT PROFILE

2. The City seeks a person/agency with extensive experience in undertaking C-Suite recruitment in a Local Government environment.
3. Provide references or recommendations from three clients, preferably Local Government.
4. Expertise in advising Boards or Councils within a local government or public sector context would be well regarded.

PRICE BASIS

5. The City of Kalamunda seeks a quote outlining the services described for the recruitment of a CEO and show GST separately.
6. For the purpose of quotation, the Total Remuneration Package (TRP) in accordance with the Salaries and Allowances Tribunal Determination No 1 of 2023, Part 2: Table 1: Local Government Band Classification Band 2. TRP Range is \$219,071-\$340,778
7. Cost estimate for any additional expenses should be detailed. For example, travel.
8. If a discount is offered, this should be itemised.

SCOPE OF WORK

9. The City of Kalamunda seeks an experienced practitioner to work with the Selection Panel to facilitate the recruitment a Chief Executive Officer.
10. The Selection Panel will consist of members of the Council and an Independent Person
11. The activities and estimated timeframes are:

Activities	Date(s)
Recruitment consultant appointed	Oct 2023
Facilitate the Selection Panel to ascertain: <ul style="list-style-type: none"> • Guide the panel through the process of assessing the knowledge, experience, qualification and skills necessary to perform the role of CEO, in alignment with the future strategic and operational objectives of the City • Review the City's Strategic Community Plan, Corporate Business Plan and Capital works program, Big Picture • Establish CEO performance measures • Discuss and establish optimal candidate profile • Guide the panel in reviewing the CEO Position Description • Determine the mandatory and desirable attributes for the Selection Criteria • Guide the panel to create a list of interview questions and potential presentation for Council • Review the CEO contract, remuneration, terms & conditions 	Nov 2023
Advertise the position nationally on appropriate job boards	Nov 2023



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Review and shortlist appropriately qualified and skilled candidates	December 2023
Attend Selection Panel Meeting to: <ul style="list-style-type: none"> • Provide the applications from the shortlisted candidates • Guide the panel in assessing the applicants against the selection criteria to finalise the shortlist of potential candidates to interview • Develop the interview questions/presentation for candidates 	TBC
Arranging interviews with shortlisted candidates and facilitate meeting bookings with the panel	TBC
Interview preparation and execution	TBC
Facilitate the Selection Panel Meeting to: <ul style="list-style-type: none"> • Discuss and assess candidates based on their interview performance and the selection criteria • Create an offer to preferred candidate • Facilitate the undertaking by the candidate of psychometric testing, background/reference check, confirmation of qualifications and work history, financial record and pre-employment medical assessment 	TBC
Negotiate with the preferred candidate on the remuneration package and any other items	TBC
Close out the recruitment by notifying unsuccessful applicants	TBC

EXPECTATIONS

12. The respondent will address the CONSULTANT PROFILE outlining their experience and expertise as detailed.
13. The respondent will include a detailed outline of the approach the consultant will take to facilitate the work as listed above.
14. The respondent will include the background, qualifications and contact information for the person who will undertake the work.
15. The respondent will include three referees from Local Government and their contact details so that they can confirm the respondent's suitability to conduct the recruitment.
16. All respondents will have read and accepted the City's General Purchasing Terms and Conditions available through our website www.kalamunda.wa.gov.au

Please provide your quote to:

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