



Response to Request for Proposals for Executive Recruitment Services



March 24, 2023

Corie Stocker
Interim Assistant Town Manager
765 Portola Road
Portola Valley, CA 94028

Via PDF/Email To: cstocker@portolavalley.net

Dear Ms. Stocker,

Thank you for considering Peckham & McKenney for the Town of Portola Valley, Town Manager recruitment. I would be honored to represent the Town and Town Council in this important search.

As a boutique firm that specializes in recruitments for small and medium size communities in California, Peckham & McKenney is known for achieving successful and long-term placements. Among *many* strong attributes, these are four key reasons Cities choose us:

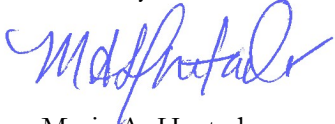
- We actively and personally search for and find candidates.
- We limit the number of concurrent searches in order to directly focus on serving our client.
- We prioritize communicating with our client and applicants to keep everyone informed.
- Your recruiter is personally and directly responsible for all aspects of the search and your one point of contact.

Our Peckham & McKenney team is comprised of retired municipal managers and directors who are passionate about the public sector. I am proud to be on the Peckham & McKenney team because the firm's values and priorities align with mine – to assist public agencies in furtherance of good government; to place quality above quantity; and to build long lasting relationships with those in the public service.

For this important position and search, I will serve as your Recruiter. Attached is a detailed proposal for conducting the search that includes information about our firm, process, timeline, resources, references, experience and fee. We charge a fixed, all-inclusive fee and for this search, we are proposing \$28,000, which I'd be pleased to discuss. I would also be pleased to participate in a Zoom interview to personally present and discuss our proposal. Upon being selected to conduct this important search, we would also be prepared to start immediately.

I am excited for the opportunity to implement the process leading to the successful placement of a candidate that “fits” your interests and the organization. Please feel free to call me at (831)-247-7885, if there are any questions.

Sincerely,



Maria A. Hurtado
Executive Recruiter
Peckham & McKenney
www.peckhamandmckenney.com
maria@peckhamandmckenney.com

Enclosure:

Town of Portola Valley Town Manager Search Proposal
City of Oakley, City Manager Sample Brochure
City of Watsonville, City Manager Sample Brochure
City of Seaside, City Manager Sample Brochure
Proposed Changes to Professional Services Agreement (Red-lined)