




J. MICHAEL HAYGOOD, P.A. | ATTORNEY AT LAW
701 NORTHPOINT PARKWAY, SUITE 209
WEST PALM BEACH, FL 33407

MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: J. Michael Haygood, CRA Attorney 

COPY: Rosilyn Edwards Dickerson, Human Resources Director, City of Riviera Beach

DATE: June 2, 2020

SUBJECT: CRA Executive Director Search

Pursuant to the directive from the Board of Commissioners of the Riviera Beach Community Redevelopment Agency (“Board of Commissioners”), the attached agreement was negotiated with the GOVHR USA, LLC (“Consultant”) who was deemed by the Board of Commissioners to have submitted the best and most responsive proposals to the Request for Proposal to conduct an executive search for the Executive Director position of the Agency. The Consultant has reviewed the proposed contract and is agreement with its terms and conditions.

Some of the pertinent provisions of the agreement are as follows.

SCOPE OF SERVICES

The scope of services included in the agreement are substantially the same as those submitted in the Consultant’s response to the RFP and include:

- Phase I: Position Assessment, Position Announcement & Brochure
- Phase II: Advertising, Candidate Recruitment & Outreach
- Phase III: Candidate Evaluation & Screening
- Phase IV: Presentation of Recommended Candidates
- Phase V: Interviewing Process & Background Screening
- Phase VI: Appointment of Candidate

The Consultant estimates that the recruitment will take between 90 to 120 days from the Notice to Proceed.

PAYMENT FOR SERVICES

The Agreement provides that the Agency will pay the Consultant a total fee not to exceed \$20,000 which includes the Recruitment Fee of \$16,000, Recruitment Expenses for candidate due diligence not to exceed \$1,500, and Advertising Expenses not to exceed actual costs of \$2,500. (the Recruitment Expenses and Advertising Expenses will be collectively referred to as "Expenses"). The Recruitment Fee will be paid in 1/3 increments and Expenses upon the following milestones:

- 1/3 of the Recruitment Fee after interviews with the Board of Commissioners, the position announcement and recruitment brochure are developed and circulated.
- 1/3 of the Recruitment Fee and Expenses incurred to date upon recommendation of candidates.
- 1/3 of the Recruitment Fee and all remaining Expenses upon selection of a final candidate and the candidate accepts the position.

The agreement is predicated on conducting the recruitment virtually with the use of conference calls and video. If travel is requested, there will be an additional charge of \$1,000 per trip, not to exceed 3 trips. The Agency also has the option to contract for the Optional Assessment Center upon the terms and conditions more specifically described in Exhibit B to the Agreement.

Representatives for the Consultant will be available during the deliberations of the Agreement.