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June 23, 2023

Mayor and City Commissioners
501 Harrison Avenue
Panama City, FL 32401

Re: Executive Search Firm for City Manager Search

Dear Mayor and Commissioners:

As requested at the last meeting, the City Staff has obtained five (5) proposals from Executive Search firms to search for a City Manager. The firms that proposed are listed alphabetically and their proposals are attached:

BPS (Exhibit 1)
Goodwin Recruiting (Exhibit 2)
Gomez Partners (Exhibit 3)
GovHR USA (Exhibit 4)
Strategic Government Resources (Exhibit 5)

The City's Human Resources Department reviewed the proposals and created the attached spreadsheet that listed evaluation criteria such as (i) estimated time to complete, (ii) cost to the City if a current City employee was selected as City Manager (iii) Fee Structure, (iv) replacement guaranty, (v) cancellation options and (vi) Government experience. They felt that the criteria that the City Commission could focus on was who had the most relevant Government experience. Although all are qualified, they felt that Strategic Government Resources followed closely by GovHR USA had the most successful Government experience.

After a top-ranked firm is selected, then Jan Smith and I are available to negotiate a contract based on the directions you provide. The results of the negotiations will be brought to you for approval.

Sincerely,

Nevin J. Zimmerman, City Attorney

Enc: As Stated

cc: Mark McQueen, City Manager
Jan Smith, City Clerk-Treasurer
Shawn Selph, Director of Logistics

° OF COUNSEL
* ALSO ADMITTED IN GEORGIA
** ALSO ADMITTED IN NEW YORK
*** ALSO ADMITTED IN ALABAMA
+ CERTIFIED CIRCUIT COURT MEDIATOR
++ L.L.M. IN TAXATION
+++ CERTIFIED FAMILY MEDIATOR
♦ BOARD CERTIFIED MARITAL &

City Manager Executive Recruitment Jun-23						
	Estimated Timeframe for Completion	City Sourced Candidate Cost	Fee Structure	Replacement Guarantee	Cancellation Options	Gov't Experience
BPS	Approx 5 weeks	10% Fee instead of 25%	25% 1st yr salary (\$6,000 up front)	90 Day with no addtl cost	After 4 weeks	Unknown
Goodwin Recruiting	Does not specify	0% with notice to Recruiter	25% 1st yr projected annual base	60 Days with no addtl fees	Terminate upon written notice	Unknown
Gomez Partners	70 Days	Not addressed	22.5% Offered/Accepted Salary (1/3 at phases)	12 months with charge for expenses	None Noted	Multiple/Variety Positions
GovHR USA	90-120 Days	Not addressed	\$24,500 (40%/40%/20% instalments); \$2,500 advertising cost and 12 hours meetings included additional can be purchased	12 months with charge for expenses	Valid 6 months	Mutiple position (within IL predominantly)
Strategic Government Resources	15 weeks (105 Days)	Must send through them at full price	\$24,900+advertising at cost	18 months with charge for expenses but must use full service for guarantee to apply	7 Days notice but must pay for unbilled work	Yes Currently Recruiting City Managers (predominantly in TX historically)
*All travel is in addition to costs						