



**ORIGINAL**

**City of Gunnison, CO  
ATTN: Mayor and City Council**

**Response to Request for Proposal for  
City Manager Recruitment Services**

**Due Date: Thursday, February 4, 2016 at 5:00 PM MST**

**Submitted to:**  
Mayor and City Council, City of Gunnison  
P. O. Box 239  
201 W. Virginia Avenue  
Gunnison, CO 81230  
City Manager Recruitment  
ATTN: Gail Davidson, City Clerk

**Submitted by:**

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## **A. RECRUITING METHODOLOGY**

### **1. Company Background**

Decca Consulting is a full-fledged recruiting and temporary staffing company established in 2007 by Nasreem Ahmed, the company's Chief Executive Officer. Decca Consulting specializes in sourcing and delivering top quality executive, management and IT professionals on a temporary and permanent basis. Nasreen possesses a Master's degree in Counseling and has been an educator since 2002. She provides executive leadership and human behavioral insight to the recruiting staff. She is supported on a day to day basis by her Managing Partner Nayeem Amin.

The Decca Consulting recruiting team consists of seasoned professionals who together bring over 50 years of staffing experience to commercial and government clients. Our recruiting team is laser focused on sourcing the right candidates who are thoroughly screened and qualified for their respective positions. Our goal is to begin responding to our clients' staffing needs within 24 hours of receiving a recruiting request. Decca Consulting specializes in both contract and full-time resource placement and maintains a database of over 50,000 candidates. Our database is continuously updated to reflect the recruiting needs of our client base. Our top clients include Halliburton, ExxonMobil, Smith Hanley, Nike, State of Texas, Houston Independent School District, City of Santa Clara (CA), State of Oregon, EOG Resources, IHS, ARCON and Al Jazeera Network.

Decca Consulting is a diversified business that also offers Business Consulting in the areas of Change Management, Business Climate Surveys, Compensation Surveys and Design of Compensation Strategies, Human Resource Documentation and Employee Handbooks. Our recruiting staff is highly educated and many of them have strong IT backgrounds. With a staff that is highly skilled in the technology arena, we utilize the latest technology to optimize ways to connect with our clients and to conduct video interviews. We will create a link from the City of Gunnison's website to Decca Consulting and place specific ads as required in agreed upon locations.

### **2. The Recruiting Process**

Decca Consulting's strengths in providing outstanding Recruiting Services stem from our agility and the more than 50 years of combined staffing and project management experience of our key management personnel. Our agility comes from our skill at simplifying tasks to avoid complexity and increase efficiency. To effectively perform the City Manager Recruitment services required by the City of Gunnison, Decca Consulting will utilize our proven methodology for identifying the best candidates for the position. We will appoint an Engagement Manager to oversee the entire project. The Engagement Manager works closely with the Senior Recruiting and other Talent Acquisition Specialists appointed to the project to ensure that we are responsive to the City of Gunnison's requirements and present a strong mix of candidates who meet those needs.

Based on our extensive experience in recruiting for a wide array of executive, management and technical positions, we are finely attuned to each client's unique requirements. We listen carefully and assess all the personality nuances during telephone and personal interviews.



Throughout the recruiting process, our Engagement Manager and Senior Recruiter are developing a profile of each candidate and matching skills, attributes, education, licenses, certifications, and personal characteristics with the requirements provided by our client. Decca Consulting is fiercely committed to finding the “right” candidate for each position and carefully assesses the profiles developed against the requirements. We will not make recommendations until we are confident the candidate fits all the City of Gunnison’s stated requirements.

Upon award of a contract, the Decca Consulting recruiting process includes the following seven simple steps:

- a) The Engagement Manager and Senior Recruiter will schedule a meeting to discuss specific qualifications and personal characteristics that make a prospective candidate a “good fit.” The meeting can be conducted in person or via Skype. After the meeting, we will work with City of Gunnison (the City) officials to create the appropriate position description that defines the ideal candidate. The position description will be sensitive to City Charter guidelines, personality, work habits and desired people skills, in addition to required education and experience. The position description will include information about the City, the community and challenges that may be faced by the new City Manager.
- b) The Engagement Manager will then develop the advertising and recruitment plan based on the agreed upon position description. The plan will be reviewed by appropriate City officials for authorization to proceed.
- c) The Engagement Manager and the Senior Recruiter will review the requirements provided during the meeting with City officials. The Engagement Manager will work closely with the Senior Recruiter to develop a strategy for identifying the most qualified candidates and begin searching our database and utilizing professional networks and social media to accumulate resumes of potential candidates.
- d) The Senior Recruiter will review candidate resumes and qualify the most favorable candidates to fill the City Manager position initially through personal or telephone interviews. Following the initial interviews, the Senior Recruiter will commence the screening process of those candidates he feels are most likely to be the right fit for the position. The screening process will include verification of job history and education credentials, reasons for leaving positions, and identification of the special characteristics desired by the City officials.
- e) When the screening process has been completed, the Engagement Manager will assemble all resumes and application material of those candidates who best fit the detailed requirements provided by the City into a binder. We will then present City officials with seven (7) copies of the complete binders for review and selection for personal interviews.



- f) The Engagement Manager and Senior Recruiter will work with City officials to develop appropriate questions for the upcoming interviews, coordinate the interview schedules with City officials and selected candidates, and be present during the interviews.
- g) The Engagement Manager will provide a behavioral/personality assessment of the candidate finalists.
- h) Post finalist selection, we will submit letters to those candidates who did not make the finalist cut.
- i) Upon appointment of the new City Manager, our Managing Director and Engagement Manager will coordinate a public form with the City to announce the new City Manager.

### **3. Screening Process**

Decca Consulting follows a comprehensive and structured screening process that is part of our overall recruiting efforts. Once we have identified candidates to submit to the City, the Engagement Manager and Senior Recruiter will perform initial screening by telephone, reference verifications and background checks as required by the City. A thorough background check will be conducted on those individuals the City has identified an interest in hiring. We will follow all screening guidelines required by the City officials, if they are more comprehensive than our existing policies.

Prior to presenting candidates to the City, our Senior Recruiter will conduct a thorough vetting process to include verifying current and previous jobs, reasons for leaving, relationships within the City government and community. The vetting process also includes an informal background check on candidates and screening for education, any licenses or certifications required, experience and specific qualities the City desires.

### **4. Commitment to Resources**

Decca Consulting has been in business since 2007 as a full-service staffing and IT consulting company. We currently provide staffing services to over 25 companies throughout the United States. We specialize in filling "hard to find" positions with highly qualified executive, management and technical staff who have the expertise to seamlessly fit within an organization.

At all times throughout a contract award, Decca Consulting will commit the appropriate number of resources to effectively conduct the City Manager Recruitment services. We have the financial strength, experience and contacts to expand our staff as needed to ensure the highest quality of service to the City.



## **B. EXECUTIVE RECRUITMENT EXPERIENCE**

We have worked mostly in the Oil and Gas industry and our effort has shifted towards the Government Agency market in the last two years, as we understood the value we can add. This decision arose because many other Executive Recruiting businesses started using our company to find talent for CEO, Director and Executive level positions.

Over the last five years, we have placed over 100 people in the Oil and Gas and Government Agency sectors, both directly and indirectly. We have the bandwidth to source candidates. We understand the culture at the Government level as well as highly visible commercial enterprises. We have a strong appreciation for the clients we serve and take into consideration all aspects of a work environment, including personalities and diversity goals. Being a female-owned, certified HUB zone company, we strongly encourage sourcing qualified candidates for our clients, regardless of their race, gender or background.



## C. PROJECT EXPERIENCE REFERENCES

Senior Executive – Governance and Infrastructure Security

Client: IHS

Contact at IHS

Name: Todd Little

Title: VP of Product Development

Phone: 713.935.7902

E mail: [Todd.Little@ihs.com](mailto:Todd.Little@ihs.com)

Geoscientist – Wireline and Drilling Applications

Client: Halliburton

Contact at Halliburton

Name: Wayne Tu

Title: Director

Phone: 281-871-7237

E mail: [wayne.tu@halliburton.com](mailto:wayne.tu@halliburton.com)

DI / DW ETL Lead

Client: City of Santa Clara

Contact at City of Santa Clara

Name: Ely Turkenitz

Title: Director

Phone: 408-726-3246

E mail: [Ely.Turkenitz@SSA.SCCGOV.ORG](mailto:Ely.Turkenitz@SSA.SCCGOV.ORG)

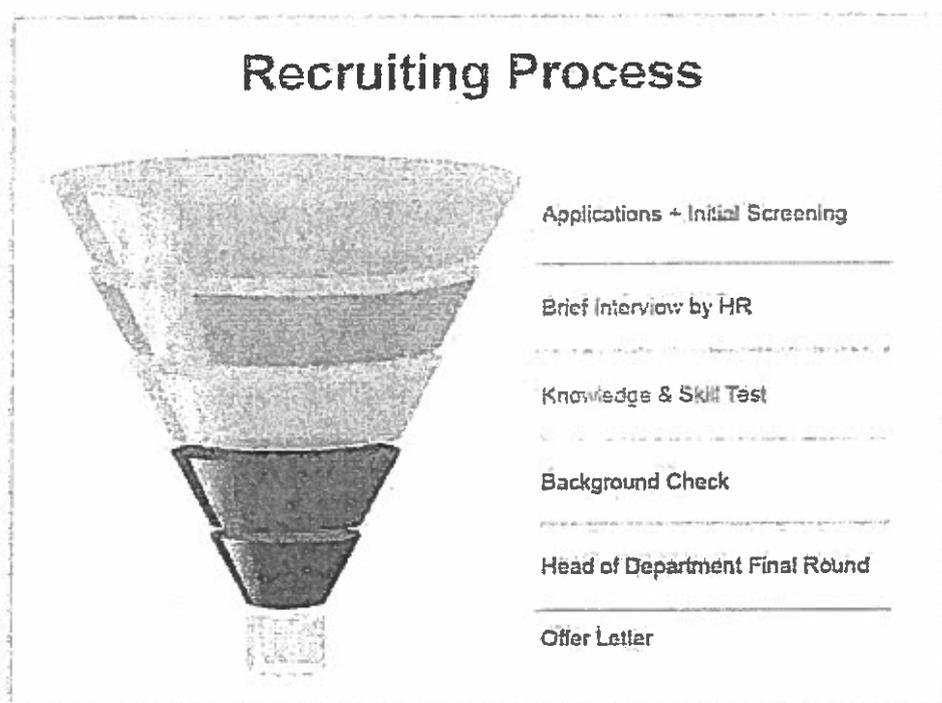
## D. Recruitment Strategy for City Manager

Decca Consulting will utilize a highly targeted approach for recruiting the City of Gunnison's new City Manager. We will make direct contact with current City Managers of communities similar to and slightly larger than the City of Gunnison for interview purposes and referrals. The most important tool we exploit is social media—particularly LinkedIn—as our primary effort in sourcing highly qualified candidates. In our experience, the use of social media is the most cost-effective approach for both management and high level executive positions. We will also make direct contact with competing agencies for referrals. Our recruiting process is a highly targeted focus that is similar to an investigative process. This has been the basis for our success, and we are confident it is the right choice for the City of Gunnison.

We also subscribe to portals such as Dice, Monster, Careerbuilder to search for candidates. However, we have been most successful finding high level candidates through a LinkedIn Search, posting on Twitter, or by going back and searching through our own extensive database. Our recruiting process is very efficient, it is cost-effective and our customers usually appreciate the savings without compromising quality.

Throughout the recruiting process, our Engagement Manager and Senior Recruiter will provide progress reports to the City Council. They will also be available for periodic meetings to discuss progress. Together with the City Council, our recruiting team will determine the best screening methodologies to utilize to ensure candidates meet City guidelines.

Figure 1, below, illustrates our standard recruiting process.





## E. Key Personnel for Recruiting the City Manager

The primary recruiting team assigned to undertake the recruiting efforts to identify viable candidates for the City Manager position will be comprised of the following personnel:

**Nayeem Amin** is a Managing Partner and the Director of Staffing for Decca Consulting. He has been with the company since December 2007. Nayeem oversees the company's entire staffing operations and manages recruiters, the sales team and HR. Nayeem is responsible for developing the company's growth strategy and has successfully increased revenues by \$3-Million in a one-year period. He has been Decca Consulting's key contact for public sector contracts with the State of Texas and the State of Oregon. He understands the demands of meeting government contract requirements. He will oversee development of the position description and advertising program that reflects the City's mission and values. He is also responsible for all financial matters and will negotiate fees with the City. He will devote approximately 30% of his time to the City and will adjust that percentage as required to meet the City's needs.

**Colby Youngblood** serves as the Key Account Manager for one of Decca Consulting's larger IT staffing augmentation projects for Halliburton. He was also responsible for initiating and building a partnership with GlobalScape, the market leader in secure file transfers, which added another revenue stream to the company's consulting portfolio. Colby joined Decca Consulting in March 2014 after retiring from the US Air Force. While with the US Air Force, Colby gained over 17 years of project management experience. Colby will serve as the Engagement Manager for the City Manager Recruiting efforts and will be available to meet with City officials as necessary. He will be the primary lead in initiating a search for the City. He will also be on call to answer any questions that may arise. Colby will devote approximately 75% of his time to this recruiting project.

**Manpreet Saraf** is a Senior Recruiter for Decca Consulting and will play a primary role in the Executive Recruiting services for the City. He is an experienced staffing and solutions provider who specializes in sourcing and delivering top quality candidates for our clients. Manpreet has been with Decca Consulting since February 2011. He will devote 100% of his time to the City Manager recruiting engagement.



## **F. Confidentiality and Governing Law**

Decca Consulting recognizes that we may be provided with information that is considered confidential by the City. We will be pleased to sign a confidentiality agreement and commit to maintaining any such information or data in the strictest confidence. We request that our fee schedule also remain confidential to the City Council and related officials.

We also agree to adhere to all State of Colorado and Federal laws, City ordinances, licenses and regulations of all applicable agencies having jurisdiction over a contract entered into between Decca Consulting and the City of Gunnison. We further understand that such agreement and the performance of services thereunder will be interpreted in accordance with the Home Rule Charter and Code of the City of Gunnison and the laws of the State of Colorado.

We also certify that Decca Consulting does not knowingly employ or contract with illegal aliens and participates in the E-verify program administered by the US Department of Homeland Security and the Social Security Administration to ensure that all employees meet the eligibility requirements for employment in the United States.

Decca Consulting maintains General Professional Liability insurance that includes an errors and omissions clause. We have never had a claim against our policy and have never had to respond to an issue involving errors and omissions. We take meticulous care in understanding client needs and our staff is highly experienced and well trained. All recruiting engagements are overseen personally by the Managing Partner with oversight by our CEO.



### **G. Proposed Fee Structure**

Decca Consulting charges a flat fee of 16% for full-time executive searches and a markup of 20% for all positions that are contract or contract to hire. We also offer a 90-day replacement guarantee. Our fee arrangement is valid for 120 days from the submission date for this proposal.

Since we do not know the extent of the search requirements—i.e. what types of advertising will be required, the details for the position, and salary and benefits afforded to the selected candidate—we cannot provide an estimate of hours or expenses. We will be happy to discuss specific fee arrangements if awarded a contract and after specific information is provided.

We will consider a reduction in fees when the recruiting process goes beyond the timeframe due to our inactivity. We will also reduce our fees if our recruiters missed an important background check item that caused a candidate to be ineligible for hiring. We will also negotiate a fee reduction if any designated City official identified a candidate that we did not present to the City. In addition, if one of our candidates is hired by the City and leaves his/her employment within 12 months of the hire date—regardless as to whether voluntarily or involuntarily—Decca Consulting will initiate another search at no charge to the City.