



June 14, 2019

Mr. Tony Constantouros  
General Manager  
Kensington Police Protection and Community Services District  
217 Arlington Avenue  
Kensington, CA 94707

RE: Staff Recruitment Services

Dear Mr. Constantouros:

Thank you for requesting a proposal from Municipal Resource Group (“MRG”) to assist the Kensington Police Protection and Community Services District (“District”) with recruitment services to staff three positions.

MRG Consultant Erica Greenberg will be the lead consultant for this recruitment process. We understand that you spoke with her previously and provided a basic outline. We used this information to generate this scope of work. If needed, MRG will work with you develop a more detailed recruitment plan upon moving forward with an agreement.

MRG has a team of municipal services professionals with extensive expertise in all major functions of local government. Erica is an experienced HR professional with recent engagements in Human Resources Assessments and recruitments (biography attached). The attached proposal provides a broad overview of the tasks critical to hiring.

We look forward to working with you!

Sincerely,

**Mary Egan**  
Managing Partner  
MRG, LLC  
916-261-7547  
[egan@solutions-mrg.com](mailto:egan@solutions-mrg.com)



## Kensington Recruitment Process

### Scope of work:

The District is requesting assistance in recruiting and selecting candidates for three positions. Erica Greenberg will develop a more detailed recruitment plan with the General Manager upon acceptance of services.

1. Meet with General Manager to finalize recruitment plan
2. Review position duties, develop advertisements of open positions
3. Advertise in appropriate locations
4. Use an online process by gathering resumes and applications (if developed) to be emailed to: [apply@solutions-mrg.com](mailto:apply@solutions-mrg.com)
5. Review and screen resumes
6. Move forward “best fit” applicants for interviews
7. Assist with onboarding as needed
8. Debrief process and provide suggestions for future improvement

### Project Fees

MRG typically estimates up to 15 - 20 hours per recruitment, however, we understand this process may be streamlined due to the smaller nature of the District.

The not-to-exceed amount for the recruitment services is \$15,000 which will be invoiced monthly at \$200 per hour for the scope of services outlined above (approximately 70-72 hours plus expenses). Expenses include, but are not limited to, mileage (At current IRS rates), printing, postage, parking and tolls and lodging.

Additional work not contemplated in this proposal will be billed at \$200 per hour and will begin only after agreed upon between the District and MRG.

*The services of Consultant specifically do not include hiring, firing, evaluating or supervising of any Agency personnel. Also, Consultant shall not have contracting or signing authority or act in the position of a Director or represent a management position at commission or Board meetings.*

*[www.solutions-mrg.com](http://www.solutions-mrg.com)*