

## RFP 4201 Solicitation - Vendor Submission

**Vendor Information****Company Name:** HR Collaborative**Contact Name:** Theresa DeVries**Contact Title:****Address:** 678 Front Avenue NW, Suite 190**City:** Grand Rapids**State:** MI**Zip Code:** 49504**Other:****Email:** [theresa.devries@hrcollaborative.net](mailto:theresa.devries@hrcollaborative.net)**Phone:** (616) 965-7860**Business Type:****Addenda**

X - No addenda was received

**Attachments** [HR Collaborative\\_RFP4201\\_1\\_Tue Dec 08 11:53:13 EST 2020.pdf](#)**Additional Vendor Comments:**



# **Proposal for Kent County Executive Search**

Issued December 8, 2020

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# Executive Summary

We are pleased to present Kent County this proposal in response to their RFP for executive recruiting services as it relates to the role of County Administrator/Controller. which is intended to clearly identify project approach, deliverables, timeline, cost and terms for the engagement. This proposal is valid for 60 days. To engage HR Collaborative, a formal Client Services Agreement and Statement of Work will be presented for your execution.

## Who Is HR Collaborative?

We are a strategic human resources professional services firm on a mission to make work better for 1 million people by 2029. With more than 400 years of practitioner experience, we help clients attract, develop and retain their most impactful resource: their talent.

Founded in Grand Rapids in 2013, we have worked with companies across Michigan to elevate their Human Resources from transactional to transformational.

We offer a wealth of expertise and combined experience, tailored to each company's particular challenges, inspiring their growth, and enhancing their strengths.



Along with our deep bench of on-staff HR experts, we are proud to partner with the [Center for Positive Organizations](#) at the University of Michigan and [Wharton People Analytics](#) at the University of Pennsylvania to power our data-backed approach with nationally-recognized research and insights.

We are also proud to be an [Inc. 5000](#) company, to have our founder, Beth Kelly, recognized as one of the [most powerful leaders in West Michigan](#), and to be officially certified as a [Great Place to Work](#).



Our Executive Search process is designed to take on the heavy lifting, while shepherding the search committee through the entire engagement in a consultative manner that focuses on finding the right organizational fit versus simply filling the role. This attention to detail and focus has led to a 95% successful placement rate and an average time to fill of 104 days for our Executive Search.



# Business Organization

HR Collaborative, LLC  
678 Front Avenue NW, Ste 190  
Grand Rapids, MI 49504  
616-965-7860  
solutions@hrcollaborative.net  
[www.hrcollaborative.net](http://www.hrcollaborative.net)

HR Collaborative, LLC has been organized as a Michigan limited liability company (LLC) pursuant to the Michigan Limited Liability Company Act.

# Recommendation

Having just successfully completed the search for Kent County's Deputy County Administrator puts HR Collaborative in a unique position to successfully facilitate the search effort for the next Administrator/Controller. The desired qualifications for the Deputy County Administrator were rightfully high, which steered the outreach to many prospective candidates that were ultimately not interested in a Deputy role, but would be in an Administrator/Controller position.

As a result of that search effort, we have compiled the direct contact information for over 700 County Administrators across the United States. While that list would certainly not be the full extent of our outreach, it's a valuable head start.

At HR Collaborative, we believe that "fit" is greater than "fill". We take the time to understand your wants and needs by engaging the stakeholders and truly listening. We build a customized position profile catered to the County Administrator/Controller role and the Kent County organization as a whole, and we use that information to guide our search. While our concierge Executive Search process is designed to take the heavy lifting off of the committee members, steady and consistent communication is an integral part of our effort. We commit to weekly status updates, keeping the committee informed as to how we are progressing through the search and any challenges we run into along the way.

As mentioned above, we have an extensive list (with direct contact information) of current sitting County Administrators from across the country. From our previous conversations surrounding the Deputy role, we know that many of these candidates will be interested in the County Administrator/Controller position. We'll add to our pool through a combination of passive sourcing (LinkedIn and our networks) and posting the position to various national sites and job boards, such as ICMA, NACo and MAC. While we'll aim to cast the widest net possible, our commitment to the committee will be to lead with quality, not quantity.

Our “high touch, high tech” philosophy towards Executive Search is designed to use several points of reference to assess prospective candidates’ fit for the role. HRC will facilitate phone interviews with the candidates, provide recommendations of advancement, and facilitate all rounds of in-person (or Zoom) interviews. We’ll incorporate the use of one-way video interviewing technology to provide the committee a more personal view of the candidates ahead of inviting them for onsite (or Zoom) interviews. We’ll also administer a cognitive assessment, that is validated for use in selection in between the first and second round of interviews.

Kent County is OUR community. We live here, we work here, and we know and understand what makes OUR community so great. Being able to truly ATTRACT candidates means being able to speak honestly, in detail and with passion to both the opportunities and challenges our community faces. HR Collaborative offers a distinct combination of national reach with local familiarity that other firms from outside the area might struggle with. We’d be honored to help Kent County, our county, find it’s next great leader!

The next page provides a visual representation of our Executive Search process and timeline.

# Kent County Administrator/Controller Search Timeline



# Project Staffing

## Jeremy Michalson - Director of Talent Search Management



After graduating from Western Michigan University's Haworth College of Business, Jeremy spent twelve years working for a boutique staffing firm headquartered in New York City. Splitting that time between NYC and Grand Rapids, Jeremy successfully placed permanent and temporary candidates with over one third of the Am Law 100's largest law firms in the country. His placements have ranged from administrative support staff all the way up to Partner level attorneys. In addition to the legal space, Jeremy has experience placing candidates in the financial, pharmaceutical and automotive sectors. Jeremy regularly counsels clients in employment branding, succession planning, and talent pipeline development. Jeremy has extensive experience facilitating executive level search engagements, guiding leaders, boards, and search committees through the full life-cycle of the process.

## Michelle Sullivan - Talent Search Manager



Michelle Sullivan is a Search Manager at HR Collaborative where she supports stakeholders with full life-cycle recruiting including proactive sourcing, screening, and interviewing. She comes to this role with nearly a decade of experience in international and local recruiting in both global corporate organizations and a high-volume staffing firm. Prior to joining HR Collaborative, Michelle worked as a Technical Recruiter where she conducted searches across a variety of industries and functions for a diverse range of clients. Her previous experience also includes service as a Recruitment Officer for the Asia Pacific Region for the British Embassy, a Talent Acquisition Specialist for a large global auditing firm, and a Corporate Recruiter for a telecommunications company and law firm. She combines this depth of expertise with a passion for leading candidates to fulfilling careers and adding value to the culture and success of HR Collaborative client organizations.

# Pricing Methodology

Our fee for an Executive Search is 20% of the total first year cash compensation. This includes our concierge search service, which will guide the search committee through the entire process from start to finish.

Not included in this fee are industry specific posting fees, promoted sponsorship fees and candidate travel & accommodation costs. We have found that these costs vary significantly for every search engagement, so as a part of our engagement kickoff, we will work with the committee to develop a budget for marketing/promotion and candidate travel/lodging. HR Collaborative will pass-through all marketing/promotion and candidate travel/lodging costs at no additional markup to Kent County.

## Fee Schedule

Our fee will be calculated based on the client estimate of the total annual cash compensation and invoiced in three roughly equal, monthly installments. The third, final invoice balance will be adjusted based on the accepted offer.

# References

## **1) Kent County - Deputy County Administrator Executive Search (Grand Rapids, MI)**

- Position posted on 5/15/2020 and offer was accepted on 9/18/2020
- Engagement members: Jeremy Michalson as lead, Michelle Sullivan as support

### **Specific Challenges**

- This project was initiated in the midst of the Covid-19 pandemic, which resulted in the need to conduct several layers of the process virtually. Many candidates were apprehensive about considering new opportunities in the midst of the pandemic and, since this was a national search effort, candidates were also hesitant to travel or consider relocating in the midst of the pandemic
- It was public information that Wayman's contract was set to expire, so there was a lot of apprehension from candidates at the prospect of making the move to Kent County not knowing what Wayman's future with the county would be.

### **Contact Information**

Wayman P. Britt  
County Administrator/Controller  
Kent County  
Phone: (616) 632-7577  
wayman.britt@kentcountymi.gov

## **2) The Economic Club of Grand Rapids - President Executive Search (Grand Rapids, MI)**

- Position posted on 1/15/2020 and offer was accepted on 7/13/2020. Search was placed on hold by the committee due to Covid-19 from 3/16/2020 to 5/20/2020.
- Engagement members: Jeremy Michalson as lead, Michelle Sullivan as support

### **Specific Challenges**

- The search kicked off just prior to Covid-19 and was subsequently placed on-hold for just over two months as we were scheduled to move into 1st round interviews. The search committee was made up of 11 of the community's most prominent leaders, all working to address and identify solutions regarding the impact the pandemic was having on our community, therefore scheduling became an issue as we attempted to resume. We transitioned to using technology for the early phases and take the proper precautions for late stage in-person processes.

### **Contact Information**

Kathleen Stewart Ponitz  
President Search Committee Co-Chair

The Economic Club of Grand Rapids

Phone: (616) 057-7540

info@stewartponitzgroup.com

**3) The Gerald R. Ford International Airport Authority - Director of Human Resources Executive Search (Grand Rapids, MI)**

- Position posted on 2/25/2020 and offer was accepted on 6/9/2020
- Engagement members: Jeremy Michalson as lead, Michelle Sullivan as support

**Specific Challenges**

- This search was initiated just as Covid-19 became a major factor in our community. We were able to quickly adapt through technology, but candidates were uncertain about making a move, especially into the aviation industry. Candidates knew the industry was severely impacted.

**Contact Information**

Tory Richardson

President & CEO

Gerald R. Ford International Airport Authority

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trichardson@grr.org

# Thank you!



**Jeremy Michalson**

(616) 333-6019

[jeremy.michalson@hrcollaborative.net](mailto:jeremy.michalson@hrcollaborative.net)

Thank you in advance for your consideration of our proposal in response to your RFP for Executive Recruiting Consulting Services. We look forward to the opportunity to be of service for this very important Executive Search.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Michalson", followed by a long horizontal flourish line.

Jeremy Michalson

Director, Talent Search Management