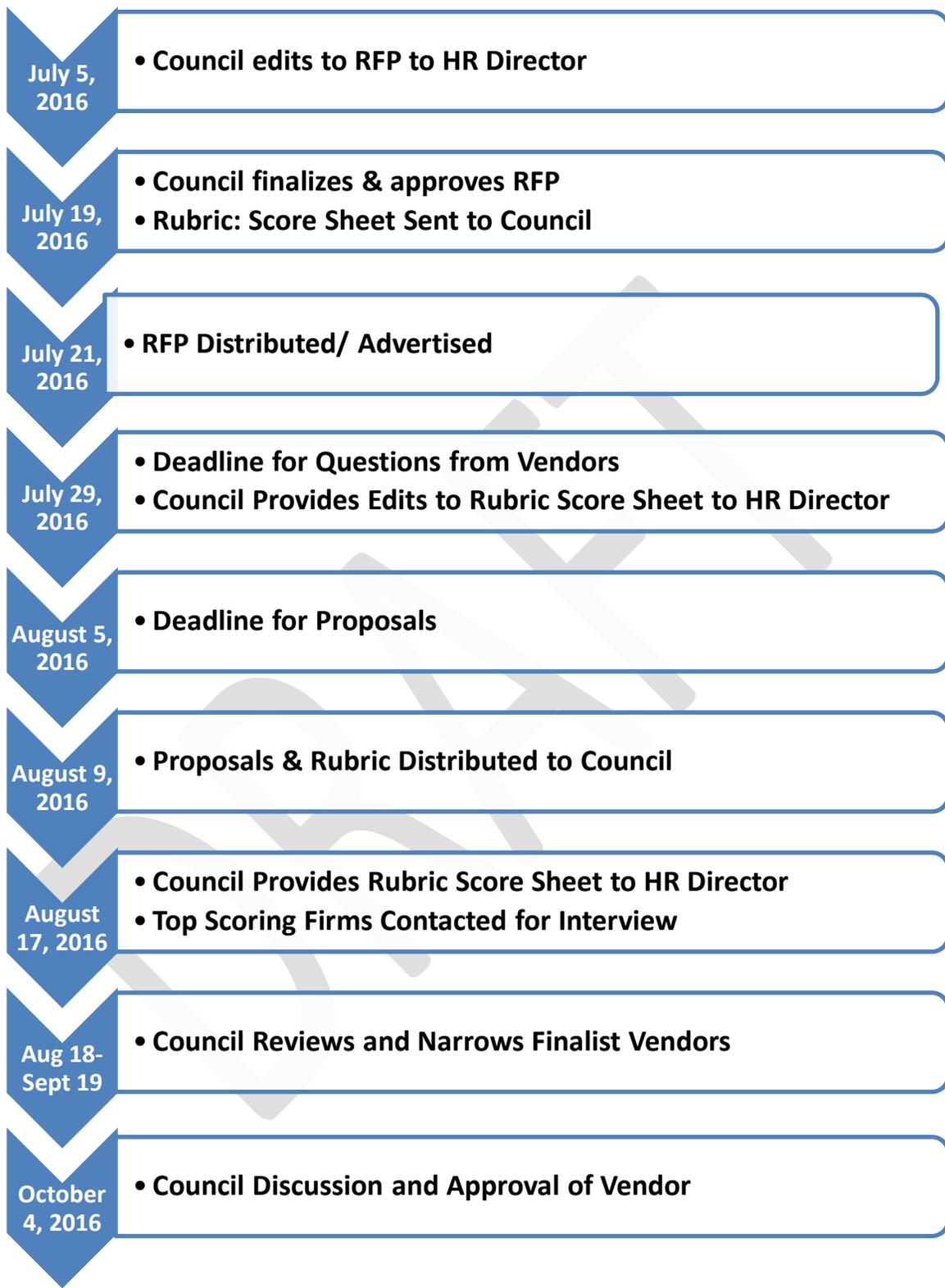


City Manager Selection of Executive Search Firm Timeline



Deadline/Timeline	Action	Items To Be Determined
July 5	Edits to the RFP due to HR Director	Email edits to: ewonsavage@littletongov.org or dropped off/send hard copy with your edits at the HR Department
July 29, 2016	Council edits the RFP score sheets to be used to narrow those firms they will interview.	HR Director will email Council the score sheet criteria to Council for edits by July 19. Edits returned via email to ewonsavage@littletongov.org or dropped off mailed to the HR Department by July 29.
August 9-17	<ol style="list-style-type: none"> 1. Paper review to narrow vendors. 2. Select 3-5 vendors to interview. Interviews may be conducted via phone conference, or in person. 	<p>To Be Determined</p> <ol style="list-style-type: none"> 1. Council provides HR Director with rubric score sheets by August 9. Top firms are invited to an Interview. 2. Dates when Council shall meet as a group to interview finalist vendors? (Pick dates/times from August 18 – October 3)
October 4	Council discussion and selection of an executive search firm.	<p>To Be Determined</p> <p>Potential <u>dates</u> from Council when they will be available to meet with the selected vendor representative to discuss qualifications in an ideal candidate: This can be done individually and/or as group.</p>