

**COST**

# Cost

The total fixed fee to complete the Internal Auditor recruitment, as outlined in this proposal, is \$33,400. This includes all professional fees and expenses for Raftelis.

We estimate the following additional costs to the City, which would be billed at cost.

<b>Additional Meetings with City Commission</b>	Airfare, hotel, and per diem
<b>Advertising</b>	Approximately \$2,000-\$2,500
<b>Background checks</b>	Estimated at \$175-\$500/finalist
<b>Finalists' interview travel</b>	Borne and reimbursed directly to the finalists by the City

Advertising and background checks are invoiced as completed. The fixed fee will be invoiced as follows:

<b>Activity 1 – \$8,955</b>	After delivery of the recruitment documents <ul style="list-style-type: none"> <li>• Recruitment plan</li> <li>• Recruitment brochure</li> <li>• First-year goals</li> </ul>
<b>Activity 2 – \$14,610</b>	After the candidate review
<b>Activity 3 – \$9,835</b>	After the interviews are completed

Within six (6) months of the final interview process, should an additional candidate be hired by the City from the pool of candidates presented by Raftelis for this project, the additional fee shall be \$15,000.

**ADDITIONAL SERVICES**

**Coaching**

Raftelis has trained coaches with practical experience as former practitioners to provide one-on-one coaching with executives, department heads, and mid-level managers. The process includes setting goals, the development and execution of a coaching plan, and individual coaching sessions. Local governments and utilities utilize this service to help new leaders acclimate to new roles and responsibilities, adjust to the complexities of the organization and external factors, navigate difficult conversations, improve their interactions with the governing body and/or in public settings, build strong staff teams, and prepare future leadership within the organization.

**COST:**

- Typical cost for this service is \$10,000
- Hourly rate for coaches is \$250/hour
- Work is done virtually

**Facilitated Evaluations**

Raftelis has skilled staff who can deliver a facilitated evaluation for governing-body appointed staff, including city managers, city attorneys, city clerks, city treasurers, city auditors, etc. This process includes input from every governing body member through the facilitator, self-assessment, a guided conversation in executive session, goal-setting for the next year, and the evaluation document. This allows each member of the governing body's voice to be included, ensures the executive receives meaningful feedback, and is done objectively. This process may also include a 360 component, if desired.

**COST:**

- Typical cost for this service is \$13,000 to \$17,000 (depending on scope, such as the inclusion of 360)
- Work is done remotely except for guided executive session