**DHIC Search Firm Responses - Brief Comparative**

| **Firm** | **Framework** | **Timeline** | **Fees and Expenses** | **Guarantee** | **Other Charges** |
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| Armstrong McGuire | Three phases:  I) Assessment  II) Search  III) Optional Post-Hire Support.  Phase II ends with “covenant meeting” between new CEO and Board to set mutual expectations. | Assessment: 3-6 weeks  Search: 3-4 months  Post-Hire: Up to 4 months | Assessment and Search: 25% of selected candidate salary offer, plus expenses.  Expenses may include job posting fees, copy/printing, meeting expenses, candidate travel, etc. | Guarantee: If second recruitment is required within 180 days, will charge expenses only, but must engage in a minimum 10 hours of post-hire support. | Post hire support: $200/hour. |
| Conway and Greenberg | 6 categories of activity: Defining Scope of the position; Identifying the Candidates; Building Momentum and Narrowing Candidate Base; Interviewing Candidates; Presenting the Offer; Post-Placement Follow-Up.  Additional services included in this approach are outlined on p. 10 and include coaching the new hire regarding the possibility of counteroffers when candidate resigns. | Typically 4 months.  Assessment: 1-3 weeks  Public Search: 1-2 months, notes holiday season  Interviews: 30 days  Extending/Negotiating Offer: 1-2 weeks  Detailed timeline offered on p. 9 | One third of first year income, payable in three installments.  Expenses: Only those w/prior approval. May include travel and direct out-of-pocket expenses such as credit & criminal background checks.  Fee and expenses are non-contingent upon the filling of the job opening. | Guarantee: one year “but we very seldom ever need to deliver on it.” |  |
| Moss and Ross | Preparation; Recruitment; Applicant Management; Candidate Review; Interviews.  Clearly outlines roles for staff, Board, Search Committee and External Stakeholders.  Can provide transition counsel for on-boarding (30-60-90-day plan) for additional fee.  Offers transition planning and interim staffing for an extra fee. | Typically 16-18 weeks.  Offers detailed timeline beginning on p. 8, noting holidays. Assumes start date between March and May. | Flat fee of $31,500 plus expenses, paid in equal monthly installments.  Expenses: Direct expenses are approved in advance, billed as incurred. Examples: job-posting fees, meeting rentals or travel expense. Average is $1,200-$2,000. Incidental expenses such as copying, refreshments for meetings, mileage, parking are billed without prior approval.  DHIC pays for candidate travel directly. | Guarantee: If termination within 6 months for cause, will conduct additional search at no charge.  If DHIC does not select one of the qualified candidates, may require a new contract, including fees. | Board Survey, if desired: $1,000  Additional on-boarding services: $3,000. |
| Terra Search | Three phases: Organizational Consulting, Outreach and Recommendations, and Interviews and Closure. | Four months. Full 20-week timeline offered in Addendum. | One-third of first-year cash compensation but can customize the rate. Divided into two retainer payments and final payment.  Also charges $500/mo overhead allocation fee for the first 4 months.  Reimbursed for reasonable direct expenses: travel, candidate travel, accommodations out-of-pocket expenses. Would cap Terra’s travel at $7,500. | Guarantee: if candidate leaves DHIC within 12 months for any reason, will redo search for up to six months and charge for expenses and cost of time for Principal of Managing Director for outreach services. |  |