



**DATE:** November 4, 2021

**MEMO TO:** Julie Simpson, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Recommend approval of a Resolution to award a Contract for Recruitment Services to DB&A Executive Search & Recruitment (DB&A), in an amount not to exceed \$45,000.00.

**STRATEGIC DIRECTIONS SUPPORTED:** Leadership; Organizational Sustainability

**FINANCIAL DATA:** The services will be charged to account 11354000-701500 Consulting in the Community Engagement & Partnerships budget.

**BACKGROUND:** District staff recommends engagement of DB&A for the recruitment of the Executive Director of the Preservation Foundation. Under Personnel Policies & Procedures 2.4 – Personnel Recruitment Procedures, employment agencies may be utilized for recruitment if approved by the Finance Committee. Due to the impacts of COVID-19 on the labor market, along with the District’s desire to ensure a wide-reaching recruitment effort, and the specialization of the fund raising field, engaging a recruitment firm is the District’s best option to ensure the strongest applicant pool.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Director of Community Engagement & Partnerships, Manager of Human Resources & Risk, Corporate Counsel.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT FOR RECRUITMENT SERVICES TO  
DB&A EXECUTIVE SEARCH & RECRUITMENT**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) desires to retain a firm to provide recruitment services (the “Services”); and

**WHEREAS**, the Director of Administration and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, DB&A Executive Search & Recruitment has submitted a proposal for the Services; and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Administration, and the Finance Committee have reviewed the proposal, and recommend that the Board of Commissioners (i) find that the proposal submitted by DB&A Executive Search & Recruitment is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to DB&A Executive Search & Recruitment (the “Contract”), in an amount not to exceed \$45,000.00 (the “Contract Price”);

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2: Award of Contract.** A Contract for the Services in the amount of the Contract Price, in substantially the form attached hereto, is hereby awarded to DB&A Executive Recruitment Services.

**Section 3: Execution of Contract.** The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

**Section 4: Payments.** The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 5: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

# Executive Search & Recruitment Services Proposal

*To Conduct a Search for:*

**EXECUTIVE DIRECTOR OF THE PRESERVATION FOUNDATION**



**Lake County  
Forest Preserves**

**September 2021**



**executive  
search &  
recruitment**

**ADVANCING NONPROFITS**



## Exceptional talent to advance your mission. Guaranteed.

Finding and recruiting exceptional talent to fill key leadership positions is among the most important decisions you can make to ensure success within your organization.

When it comes to assuring success, nothing is more important than selecting the best person for a job. It is critical to have people with the right combination of competencies, experience, vision, and drive.

Equally important within a non-profit environment is the need to find leaders who will be the right fit; someone who shares your values, understands your mission and culture, and will relate well with your staff, board, leadership team, and key stakeholders.

Filling these positions can be a daunting and extremely time-consuming task, and unfortunately many non-profit organizations struggle in finding and recruiting the best-qualified candidates. That's where we come in.

We are DB&A Executive Search & Recruitment. We help nonprofits find and recruit exceptionally talented people for executive leadership and key fundraising roles.

Serving the nonprofit sector is not just part of what we do. It's all we do. At DB&A we understand the nonprofit sector and have the marketplace knowledge, expertise, and access to networks and relationships that are important for you to succeed in recruiting the top talent for your organization.

### Our Credentials

Our executive search practice is closely affiliated with a full-service nonprofit consultancy – DickersonBakker – with a breadth of experience unmatched in the non-profit marketplace.

Founded in 1985, we have more than three decades of experience serving nonprofits. Few firms can match our team's unique combination of expertise in search methodology coupled with decades of real-life experience in non-profit consulting and executive leadership.



### OUR APPROACH

When you engage DB&A to help you recruit a candidate for your organization, we seek to do two things.

First, we will walk you through a **seven-step structured process** to find, evaluate, present, and recruit the best available candidates for your position, as demonstrated by the figure at right and detailed below.

More importantly, we stay flexible to respond to unique circumstances that arise or specific needs or requests that you have as a key partner in the process. Since each organization and its situation are unique, the particulars of each search for each school may vary as well.



We recommend the appointment of a Search Team who will be vested with exclusive responsibility for overseeing this search process within Lake County Forest Preserves ('Client', 'You'). The Search Team may include as few as two individuals (typically the immediate supervisor and a member from Human Resources), or up to seven, depending on your situation. For continuity and effective communication, we strongly recommend that the Search Team be consistent through all stages of the search. Our consultants will work in close coordination with this Search Team to map out and complete the search process. Regular updates will also be provided, and conference calls and meetings with the Search Team will be convened as needed.

### EXECUTIVE SEARCH SERVICES TO BE PROVIDED BY CONSULTANT

DB&A Executive Search & Recruitment will be the sole and exclusive provider of executive search services, according to the terms and conditions of this Proposal (the “Search”):

**STEP ONE - ASSESSMENT, PLANNING & PROFILING:** At the outset of the Search, DB&A will be on-site at the organizations location to meet with the Search Team to establish a budget, timeline, and accountability standards for the Search and to review and/or produce a position description, position expectations, applicant questionnaire(s), and other documents. During this time, we will conduct a series of interviews to build an understanding of the expectations of the position, and to develop a complete picture of the context for the opportunity. Of course, you will be expected to make your Search Team, your staff selected for interviews, and other organizational resources available to us as necessary to complete this step. We may follow-up by phone with some who may have been unavailable during the site visit. We will then create an Opportunity Profile that describes the organization, the role, responsibilities, and key criteria of the position and summarizes the experience, qualifications and competencies required for success as well as what makes this a compelling opportunity.

**STEP TWO – SOURCING, MARKETING & NETWORKING:** DB&A will develop, recommend, and implement a comprehensive communications and marketing plan for the Search, including:

- ▶ Aggressive promotion of the position through active networking within professional associations and relationships—both from DB&A’s and the Client's networks.
- ▶ Developing a list of proposed print venues, websites, email and social networking to be used in advertising/promoting the position, including appropriate affinity groups and/or special-interest publications and websites pertinent to Client's location, service type, and associations.
- ▶ Copy writing for advertisements, announcement(s), and other publicity and placement of same in agreed-upon venues.

**STEP THREE – PRE-SCREENING & EVALUATION:** DB&A will send the Opportunity Profile to all candidates who express an interest in learning more about the position and perform all pre-screening of all applicants including a review of applicants’ submittals, initial telephone conversations, and online meetings/interviews with candidates of interest to learn more about their suitability for the position and/or to encourage strong prospects to apply.

**Due Diligence.** As the candidate pool expands, we will segment the applicant pool into three groups based on our pre-screening evaluation:

- i. Primary Candidates of Interest
- ii. Secondary Candidates who potentially meet the requirements of the position but do not appear to rank in the top tier relative to others in the candidate pool
- iii. Cleared Candidates who do not meet the requirements of the position

We will then complete in-depth professional background research, preliminary reference checks as appropriate, and other due diligence on the Primary Candidates of Interest, including implementation of agreed-upon professional personality assessments.

**Personality Assessments.** Evaluating a candidate’s personality and tendencies is a complex process. DB&A utilizes several tools including profile assessments to provide additional insight and understanding into the candidate’s natural tendencies, motivations and preferences, most frequently CliftonStrengths and DiSC. If you have assessments you would like to use in addition to our standards, we will be happy to include them.

**Client Communication.** This is when things get “quiet”. Typically, there has been a lot of activity at the outset of the search, and things ramp up again later once the pool is formed and candidates start coming in for interviews, etc. A lot happens during this phase, but mostly “behind the scenes”. To keep you informed through this phase, your search consultant will send regular communications, as well as activity reports. Once a satisfactory candidate pool takes shape, DB&A will convene a meeting with the Search Team, either in person or via video/teleconference, to review comprehensive materials on the Primary and Secondary candidates as well as the list of applicants not recommended for consideration, to discuss recommendations for additional due diligence, and to prepare for the interview process stage of the Search. We will then recommend to the Search Team up to four candidates to be invited for



personal interviews and work with the client and with the candidates to make interview and travel arrangements.

Of course, we insist that you allow no one on the Search Team or otherwise to communicate independently of DB&A with candidates or applicants, or with any of their associates, regarding the prospect of employment.

**STEP FOUR – COHORT PRESENTATION & INTERVIEWS:** DB&A will provide support to the interview process for selected candidates, typically:

- ▶ Development and recommendation of interview questions and protocols.
- ▶ Assistance in arranging interview logistics (venue, scheduling, travel, lodging, etc.).
- ▶ Preparation of a detailed comprehensive profile of each candidate to be distributed to Search Team members at least three business days in advance of the interviews.
- ▶ Direct participation in two rounds of formal personal interviews of up to five qualified semi-finalists and two finalists.

After the interviews are complete, we will serve as a resource and facilitator for the Search Team, to aid in the selection of one or two finalists.

**STEP FIVE – DUE DILIGENCE & VERIFICATION:** DB&A will perform additional due diligence, including background checking, formal verification of past employment, education, and degrees, and additional reference-checking on the finalist candidates, preparing written reports on conversations with up to five sources for each, including some not provided by the candidate. Search Team members will receive the results of our due diligence in the form of confidential written reference reports.

**STEP SIX – SELECTION, NEGOTIATION & APPOINTMENT:** DB&A will work directly with each finalist and with the Search Team to invite the finalist(s) (and spouse, if applicable) to return for a one- to two-day round of follow-up interviews and meetings. We will then convene another meeting with the Search Team members to facilitate their selection of the final candidate for appointment to the position. Once the Search Team approves the appointment, we will contact the successful candidate to present the offer, if requested to do so, assist the Search Team in determining, negotiating, and ratifying employment/ contract specifics. Of course, responsibility for decisions on candidates and terms of employment is solely yours as the Client.

**STEP SEVEN – COMMUNICATION, COMPLETION, ONBOARDING & TRANSITION ASSISTANCE:** Upon final ratification of the appointment by all parties, DB&A will make recommendations to the Search Team regarding implementation of a communications plan to announce the appointment and make courtesy calls to other top-tier candidates to let them know the decision.

The Search is then considered complete for all purposes of this agreement. As appropriate, we may advise steps you can take to help the new appointee succeed, and if the Search Team requests us to do so, advise your new appointee of steps they can take to help ensure a good start. We will also maintain contact with the new appointee post-placement to ensure the transition is proceeding well.

**YOUR INVESTMENT AND TIMETABLE FOR SERVICES**

In consideration of this proposal and the services to be provided by DB&A to Lake County Forest Preserves in connection with the Search, Client shall pay DB&A a search fee equal to the greater of Thirty percent (30%) of the successful candidate’s annual gross salary or Thirty Thousand Dollars (\$30,000), due and payable without offset or demand in six (6) installments as follows:

- ▶ A first installment of Five Thousand Dollars (\$5,000) is due and payable in good funds upon signing of this proposal by both parties.
- ▶ Four installments of Five Thousand Dollars (\$5,000) are due and payable in good funds on the first or the fifteenth of each month thereafter.
- ▶ A final installment, the unpaid balance of the total calculated fee as stipulated above, is due and payable in good funds immediately upon completion of the Search.

If Client hires any candidate introduced or uncovered to Client by DB&A in connection with the Search within two (2) years of the cancellation or completion of the Search or other termination of the Agreement (regardless of the reason), then Client must pay DB&A the following fee, due and payable at the time Client hires the candidate:

- ▶ If hired for the same or similar position as the Search, Client must pay DB&A any unpaid balance of the Search fee then remaining, as a completed Search.
- ▶ If hired for any other reason Client must pay DB&A a fee equal to the greater of Ten Thousand Dollars (\$10,000) or ten percent (10%) of the candidate’s first year gross salary

Client must, in addition to payment of DB&A’s search fee, reimburse DB&A for reasonable travel and other expenses Consultant incurs in connection with the Services, which may include (but are not limited to): travel expenses, advertising, and assessments. Candidate travel expenses are the responsibility of the Client. Expenses will be billed as incurred and are due and payable in full within 15 days of receipt of the invoice. An estimated breakdown of these expenses is provided below:

ITEM	ESTIMATED COST
Consultant Travel	\$ 2,000.00
Advertising/Promotion	\$ 1,500.00
Candidate Assessments	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 4,500.00</b>

In addition to the service fees, there is a monthly administrative fee of \$300 to cover costs related to record-keeping, research, and other overhead expenses the consulting firm incurs in association with conducting this search.

Search fee installments and expense invoices not timely paid bear interest at three percent (3%) per every 15 days overdue on the unpaid balance.

## OUR DISTINCTIVES

*We invite you to compare DB&A to any other non-profit recruitment firm and see how others measure up. We are confident that no other non-profit recruiter can match what we offer...*

### Three Decades of Experience

Founded in 1985, we are a professional non-profit executive search firm with more than three decades of experience serving nonprofit organizations.

### Industry-Leading Guarantees

Our guarantees make DB&A Executive Search & Recruitment stand out from every other non-profit search firm in the sector. Not only do we guarantee that we will find and recruit a successful placement for your position opening, but we also guarantee our placements for two full years.

### Unparalleled Track Record of Placement Success

Notably, we have a track record of nearly 100% placement success, and we encourage you to speak with any of our current and former clients about their experiences working with our firm.

### Local Impact ... Global Reach

We have worked with nonprofits large and small located all throughout the United States as well as in Canada and overseas.

### Expansive Network of Qualified Candidates

We have access to networks and relationships that are critical to recruiting top talent. We have built an in-house database of thousands of well-qualified candidates interested in pursuing opportunities like yours. In addition, our firm has developed far-reaching relational networks over more than 30 years of experience in the non-profit sector that we leverage for your benefit, not only in sourcing qualified candidates but also in verifying their prior performance.

### Non-Profit Understanding & Insights

Serving the nonprofit sector is not just part of what we do. It's all we do. More than simply a recruiter, our executive search practice is part of a broader full-service nonprofit consultancy with a breadth of experience unmatched in the non-profit marketplace.

### Best Overall Value

At DB&A, we are committed to serving nonprofits. We strive to be a price leader by keeping our overhead low and recruiting staff to our team who have a personal commitment to mission and service. We may not always be the lowest priced option, but we are confident we provide the best overall value. If a competing firm is offering a lower overall price, let us know and we will do our best to match it.

## OUR GUARANTEES

Most executive search firms shy away from guarantees. We embrace them. Our guarantees set DB&A Executive Search & Recruitment apart from any other search firm in the non-profit sector. See elsewhere in this Proposal for details and limitations.

**100% Satisfaction Guarantee.** We want you to be 100% satisfied with our services. If you're not satisfied, you can cancel our services at any time prior to completion with just thirty days' notice. You will be liable only for our fee for services rendered and expenses to date unless you hire our candidate after cancelling our services.

**One-Fee Guarantee.** Unlike some other firms, when you hire DB&A to help you fill a job opening, we agree on one search fee and guarantee we will find you a placement, not just send you candidates. Our work is not done until you have completed the hire. If for any reason your final candidate falls through and we start all over again, it won't cost you a penny more, except for our expenses as incurred, or if you subsequently hire the candidate. That is guaranteed.

**Two-Year Placement Guarantee.** If a candidate placed by our firm resigns or is terminated for performance-related issues (failure to meet the performance goals of the position due to factors under their control) within two years from the hire date, we will conduct one replacement search for no additional search fee. In an industry plagued by short tenures and frequent turnover, this guarantee represents significant value for your nonprofit organization.

Want to know the best part? In all the time we've been offering these guarantees we've rarely had to honor them. Our process works, and our placements stay in place and succeed for the long term.

Plain and simple. Guaranteed.

**ACCEPTANCE**

This proposal between **Lake County Forest Preserves** (“Client”) and **DB&A Executive Search LLC** (“Consultant” or “DB&A”) is approved.

Please indicate your acceptance as noted below and return a copy of this page via fax or email (to the contact information listed below) and our office will prepare and send a formal contract for services based on the information contained in this proposal:

Signature	Name
Position	Date

*For more information regarding this proposal, please contact:*

**Amber Christoferson**  
*Senior Consultant*

Mobile Telephone: 310-658-3755  
Email: Amber@DBA-Search.com  
PO Box 98685 Raleigh, NC 27624  
Tel: (800) 382-0219 | eFax: 702-554-7026

[www.nonprofit-executive-search.com](http://www.nonprofit-executive-search.com)



## Consultant Disclosure Statement

Each **Consultant** (bold/italicized words are defined in Section II below) proposing to perform **Covered Services** for the Lake County Forest Preserve District (the "District") is required, by the District's Purchasing Policy, to complete this form and make disclosures (i) on its behalf, unless it is a **Publicly Traded Consultant**, (ii) on behalf of its **Disclosure-Covered Owners**, unless it is a **Publicly Traded Consultant**, and (iii) on behalf of its **Disclosure-Covered Employees**, even if it is a **Publicly Traded Consultant**. If **Consultant** is a **Publicly Traded Consultant**, please complete Sections I, III, and V. If **Consultant** is not a **Publicly Traded Consultant**, please complete Sections I, IV, and V.

### I. Identification of Consultant and Related Parties:

<b>Consultant</b> Name:	DB&A Executive Search LLC, d.b.a DickersonBakker Executive Search
<b>Consultant</b> Address:	PO Box 98685, Raleigh, NC 27624
Person Certifying Statement for <b>Consultant</b> , including Phone # and Email Address:	Jolene Waitt, VP of Finance & Administration jolene@dickersonbakker.com 800-382-0129
<b>Covered Services:</b>	Executive Search and Recruitment Services
Names of <b>Disclosure-Covered Owners</b> (if none, please insert "N/A"):	Derric Bakker, Owner
Names of <b>Disclosure-Covered Employees</b> (if none, please insert "N/A"):	C. Cole Costanzo Ronald Infinger Amber Christoferson

### II. Defined Terms:

- a) "**Campaign Contribution**" is defined in Section 9-1.4 of the Illinois Election Code, 10 ILCS 5/9-1.4.
- b) "**Candidate Political Committee**" is defined in Section 9-1.8(b) of the Illinois Election Code, 10 ILCS 5/9-1.8(b).
- c) "**Consultant**" is a person or entity that submits a proposal to enter into a contract with the District, or a proposal for a change order to such a contract, that calls for the person or entity to perform **Covered Services** for the District.
- d) "**Covered Services**" are the "Covered Services" identified above by District staff, which have an expected price greater than \$25,000.00, taking into account the original contract price for the **Covered Services** plus the prices of all change orders to such original contract.

- e) **“Disclosure-Covered Owner”** is (i) a natural person who is a **Consultant** or (ii) a person or entity that, directly or indirectly (including without limitation ownership through a corporation, limited liability company, joint venture, or partnership) owns at least 7.5% of a **Consultant** that is not a **Publicly Traded Consultant**.
- f) **“Disclosure-Covered Employee”** is (i) a natural person who is a **Consultant** or (ii) a Consultant employee or independent contractor who will receive a direct financial benefit (including without limitation a commission, bonus, or salary increase) if the District awards the proposed contract or change order to the **Consultant**.
- g) **“Family Member”** is a person related as a parent; child; sibling; uncle or aunt; great aunt or great uncle; first cousin; nephew or niece; spouse or civil union partner; grandparent; grandchild; parent-in-law, child-in-law, sibling-in-law, or grandparent-in-law, whether that in-law relationship is created by marriage or civil union; stepparent; stepchild; stepsibling; half sibling; and fiancé or fiancée.
- h) **“Publicly Traded Consultant”** is a **Consultant** whose common stock is traded on a nationally recognized securities market.

**III. Required Disclosures for Publicly Traded Consultant:**

- a) **Securities Market:** Please identify the nationally recognized securities market on which **Consultant’s** common stock is traded and identify the stock “ticker” symbol under which the **Consultant** is traded:  
Exchange: \_\_\_\_\_; Symbol: \_\_\_\_\_.
- b) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant’s** proposal for **Covered Services** was submitted to the District:
  - i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

Donor/ Disclosure-Covered Employee	Recipient of Donation	Donation Type (e.g., cash, in-kind service,)	Amount of Donation	Date of Donation

- c) **Familial Relationship Disclosure:** Please disclose each **Family Member** of your **Disclosure-Covered Employees** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member’s Position with District	Name of Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Employee to Family Member

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**IV. Required Disclosures for Consultants that are Not Publicly Traded Consultants:**

- a) **Campaign Contribution Disclosure:** Please disclose each **Campaign Contribution** made by your **Disclosure-Covered Owners** or **Disclosure-Covered Employees** to the following persons/entities within the two (2) years preceding the date on which the **Consultant's** proposal for **Covered Services** was submitted:
- i. a Lake County Board member in his or her capacity as either a County Board member, a District Commissioner, or both; or
  - ii. a **Candidate Political Committee** of a Lake County Board member.

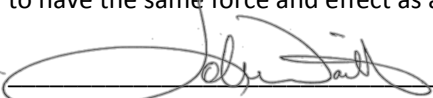
Donor/ Disclosure-Covered Owner or Disclosure-Covered Employee	Recipient	Description (cash, item, in-kind service, etc.)	Amount/ Value	Date Made
n/a				

- b) **Familial Relationship Disclosure:** Please disclose each **Family Member** of a **Disclosure-Covered Owner** or **Disclosure-Covered Employee** who is either a District Commissioner or employed by the District as an Executive Director, Chief Operations Officer, Department Director, or Manager.

Name of Family Member	Family Member's Position with District	Name of Disclosure-Covered Owner or Disclosure-Covered Employee Related to Family Member	Relationship of Disclosure-Covered Owner or Disclosure Covered Employee to Family Member
n/a			

**V. Consultant Certification and Signature:**

By signing below, I certify that (i) I am authorized to make the disclosures above on behalf of **Consultant, Consultant's Disclosure-Covered Owners, and Consultant's Disclosure-Covered Employees**, (ii) I have read and understand this Consultant Disclosure Statement, (iii) the above disclosures are accurate and complete, to the best of my knowledge after making reasonable inquiry, and (iv) my signature below, if electronic, is intended to authenticate this writing and to have the same force and effect as a manual signature.

  
 \_\_\_\_\_  
 Name

October 7, 2021  
 \_\_\_\_\_  
 Date