



RECRUITMENT REDEFINED.

**Town of Wickenburg
Town Manager
January 22, 2025**

Overview

Duffy Group is providing this Statement of Work document to outline our recruiting model, and to develop a customized strategy for Town of Wickenburg to recruit a Town Manager. As an hourly based recruiting organization, we customize each project based on our client's specific needs and the agreed upon strategy.

We recognize that Town of Wickenburg is in need of a new Town Manager. We will source candidates matching the educational and experience requirements of the role in addition to the attributes discussed during the intake session.

Our Process

Our process was designed to provide flexibility and add value to every recruitment task. We begin with an in-depth situation assessment to understand the job requirements and responsibilities and, just as importantly, the culture and personality of the organization. Then we act with a sense of urgency, knowing that our clients want and need to get their positions filled in a timely manner. Ultimately, only the most targeted candidates are presented for final consideration.

Along the way, each step in the process can be utilized as a sole solution for your organization or coupled together as a holistic approach to recruitment, competitive intelligence gathering as well as workforce planning. The disciplined recruiting process we follow is designed to provide flexibility and value to every client recruitment task and need. The steps are:

- **Strategy Development**
 - Assess situation
 - Sharpen focus to drive success
 - Develop customized strategy
- **Recruitment Research**
 - Uncover "hidden" talent
 - Go well beyond job boards
 - Get the right people in front of you
- **Position Promotion**
 - Generates candidate enthusiasm
 - Sells the opportunity
 - Provides understanding of the role, company and culture
- **Candidate Evaluation**
 - Comprehensive background research
 - Customized in-depth interviews
 - Detailed profiles
- **Presentation and Report**
 - Report on all candidates researched – valuable for future searches
 - Well beyond a list of names – contact information included
 - Includes market data such as compensation

Our Guarantee

Duffy Group, Inc. will not approach the selected candidate for any other position as long as they are an employee of the Town of Wickenburg. We also will not solicit any other Town of Wickenburg employee for any other position as long as the Town remains a client. We will abide by the tenets of the ICMA Code of Ethics.

If the selected individual leaves or is terminated for any reason other than an Act of God (such as total incapacitation or death) within the first year, Duffy Group, Inc. will provide continued consulting services for one additional recruitment/replacement at no additional professional fee but will include project-related expenses.

Candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of Arizona state laws

Your Role

In today's economy, it is more challenging than ever to identify and lure good talent. Our experience shows that projects are most successful when we work in close partnership with the hiring manager. Additionally, our clients positively impact their search when they:

- Spend the time up front with the Duffy Practice Leader to develop and refine the strategy.
- Respond as quickly as possible to inquiries from the Duffy Practice Leader during the search process. Conversely, we will respond immediately to your inquiries as well. We are committed to helping you get the most for your investment in our services.
- Contact potential candidates within three days; qualified candidates disappear. They have many choices and we want their choice to be you!
- Keep the Duffy Practice Leader in the loop as the process moves forward so we can assist with the prospects "behind the scenes" in order for you to yield the most from the research.

Fee Schedule

Our flexible pricing model enables clients to buy services needed. Our services will be performed at an hourly rate of \$150.00 with a not to exceed amount of \$30,000 for professional services. Project-related fees such as travel costs, reference checks, background checks will be billed at a direct cost.

We Appreciate this Opportunity!

From the moment you engage Duffy Group, you begin maximizing your recruitment resources. As a virtual extension of your human resources team, our experienced professionals focus on delivering value in every aspect of the process. Talent gaps, especially at the professional level, restrict your organization's productivity and bottom-line on a daily basis. We understand the importance of quality candidates and an effective process that provides a solid return-on-investment.

Additional Terms and Conditions

Any payments required to be made by Town of Wickenburg that are not timely made, or that are reversed or dishonored, shall bear interest from the date due until paid at a per annum rate equal to the prime rate of interest announced from time to time plus six percent. If any payments required to be made by Town of Wickenburg are not timely received, Duffy Group shall have the

right to cease performance of the services, without liability to Town of Wickenburg. The prevailing party in any proceeding or litigation between the parties arising as a result of any breach or dispute under this Agreement shall be entitled to receive from the other party an award of its reasonable attorneys' fees incurred in connection with such proceeding or litigation. In any dispute arising out of this Agreement, neither party will be liable to the other for incidental, consequential, special, indirect or contingent damages (including loss of goodwill, sales, or profits). The total liability of Duffy Group (including its agents and employees) on any claim, whether in contract, tort (including negligence) or otherwise arising out of, connected with or resulting from the performance, delivery, or use of the services shall not exceed the compensation received by Duffy Group for services during the sixty days preceding the accrual of the claim. Any action against Duffy Group permitted under this Agreement and not brought within twelve months after the cause of action accrued shall be deemed barred. This Agreement does not constitute, and nothing contained in this Agreement shall be constructed to create, a partnership or joint venture between the parties; Duffy Group is acting solely as an independent contractor to Town of Wickenburg. This Agreement will be enforced under the substantive laws of the State of Arizona. Town of Wickenburg irrevocably consents to jurisdiction and venue in the United States District Court for the District of Arizona and the Superior Court of the State of Arizona, Maricopa County.

Your investment in our expertise provides a unique path to recruiting the right people for your organization. We are happy to present our services to you and look forward to the opportunity of working with you on this project.

Sincerely,



Melissa Barker
Vice President Practice Development

Billing Contact Details

Billing Email Address: tmayerhofer@wickenburgaz.gov

Billing Phone: 928-668-0508

Billing Portal Website (if applicable): _____

Acceptance and Authorization

By: TS

Title: Acting Town Manager
Town of Wickenburg

Date: 27/01/25

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This statement of work and any attachments are confidential and may be protected by legal privilege. If there is any litigation to enforce or interpret any provision or right of this document, the prevailing party in the litigation is entitled to an award of all taxable and non-taxable costs, actual attorneys' fees, and others expenses (through trial and appeal) against the unsuccessful party.

Town of Wickenburg and Duffy Group Statement of Work - V (003)

Final Audit Report

2025-01-27

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