



July 7, 2025
James Marino, Town Manager
Town of Munster
1005 Ridge Road
Munster, IN 46321

Mr. Marino;

Thank you for reaching out and considering Organizational Development Solutions, Inc. for the recruitment of the Assistant Town Manager. We believe with our experience working with the Town of Munster on the job descriptions, compensation analysis, benefits analysis, employee handbook and the recruitment of the Director of Public Works that we have a good working relationship with the town and a solid knowledge of employee base. We are well qualified to conduct searches throughout the region and the state and provide a thorough process. We believe with our experience with local job searches we would be a great fit for the work! We would be delighted to have the opportunity to partner with you.

If executed, the following letter of engagement outlines the assistance that will be provided as well as the search fees for the Assistant Town Manager position.

We look forward to hearing from you.
Sincerely,

Desila Rosetti
President & Founder
Organizational Development Solutions, Inc.

LETTER OF ENGAGEMENT

Organization: Town of Munster
Project: Assistant Town Manager
Proposal Date: July 2025



Assistant Town Manager Recruitment

ODS would provide search services as follows:

1. Timeline and responsibilities of the Town Manager/Search Committee and ODS will be verbalized so that there are no misunderstandings. We have found in the past some searches have been delayed or derailed when a Search Committee is not available for interviews or cannot agree on a candidate. In some cases, and in a good economy, good candidates are lost.
2. ODS will work with the Town Manager/Search Committee to ensure the job description, salary range for the position and summary of benefits has been prepared. If necessary, ODS can prepare the benefits summary that will be used.
3. ODS will work with the Town Manager to ensure clarity on the most important qualifications for the position based on the job description. ODS would value conversations with key staff as well to get their input into the process. This assures that the best candidates are considered and brought forward. Few candidates have ALL the things organizations want!
4. ODS will write the postings with adherence to the EEO requirements for various posting which may include state and national publications, Indeed, as well as all social media. Estimated budgeted \$1500.00
5. ODS will screen applicants which requires a review of all applicants' including their education, qualifications, as well as what we believe is a good culture fit. Will take into consideration candidates work history and other pertinent information.
6. We will conduct brief telephone interviews with top applicants to determine skill set and fit to organization and position. We will qualify candidates at this time according to the most important job criteria, salary expectations, availability, as well as work experience. The Town Manager will be informed at each step of the process.
7. ODS will then interview top candidates face to face. These may take place on site to ensure an expeditious process and may provide some cost savings if a great candidate is identified and the Town Manager is available to interview/meet candidate right away. Quick turnaround will impress candidates and assure the best candidates are not lost to other positions.
8. Interviews with the top candidates can then be scheduled with the Town Manager and/ or members of a search committee. If qualified candidates are not located in the process as outlined, additional costs can be negotiated. When qualified candidates are presented and the organization fails to make a decision, all costs involved will be billed as outlined. ODS will facilitate all parts of the on-site interview. The goal would be to provide a qualified group of candidates that fit most of the organizational requirements.

ESTIMATED COSTS and TARGET TIMETABLE

Search firms are typically charging 20-30% of the candidate's salary. ODS provides good value and because of our experience we can charge closer to what a search REALLY costs. Our typical searches are set at 3-5 months. There is usually a 30 day posting window and the candidate for these types of positions usually needs to give 2-4 weeks notice.

Budget:

Project Facilitator	\$8,500.00
Senior Consultants	\$4000.00
Project Support Staff	\$1,500.00
Materials (telephone, copy costs)	\$500.00
TOTAL COST (discount applied for previous work)	\$14,500.00
Task	Responsible Party
Assure job description, salary range and a summary of benefits are available.	Both
Town Manager/Council/ Staff input about key qualities for Asst TM	TM/ODS Team
Draft postings, Town Manager approval	TM/ODS Team
Determine search span, post, and screen. Posts need to run 30 days.	ODS Team/Chair
Determine interview team and process	TM
Schedule, conduct telephone interviews, communicate with TM	ODS Team
ODS face to face interviews with top candidates, Communicate with TM	ODS Team
Determine candidates for TM interviews.	ODS Team
Brief TM/interview team regarding questions. Schedule candidates and interview team	ODS Team
Coordinate second interviews if needed.	ODS Team
Decision? Offer?	TM/ODS if needed
If directed conduct pre-employment due diligence (reference checks, background check, drug screen) etc.	
Candidate accepts/gives notice	
Candidate begins	

If both parties agree moving forward, both parties reserve and retain their respective entitlement to terminate this Agreement in its entirety and without cause upon thirty (30) day notice to the other party. ODS shall be entitled to be compensated for any services provided prior to termination of the Agreement.

This Agreement having been approved by each of the parties and memorialized by the signatures contained hereon.



Desila Rosetti, President
Organizational Development Solutions, Inc

Town Manager
Town of Munster