



To: President and Members of the Munster Town Council

From: Jim Marino
Town Manager

Date: September 15, 2025

Re: Executive Recruitment Services

Summary

As I mentioned in earlier meetings regarding the necessity for the Assistant Town Manager position, the recruitment for this role should be carried out by a consultant. I have received proposals from three consulting firms that specialize in executive recruiting services. Two of these firms provide both full scope and limited scope recruitment options. The limited scope does not encompass background checks, guarantees for selection and tenure, the creation of interview questions, initial interviews conducted by the consultant, facilitation of interviews, or reference verifications.

Company	Full Scope	Limited Scope	Recruitments
Organizational Development Solutions	\$16,000	N/A	0
CPS HR Consulting	\$25,000	\$20,000	32
MGT	\$26,000	\$22,000	70+

Although Organizational Development Solutions provides the most competitive pricing, I believe they are not as adequately experienced as CPS and MGT to handle the recruitment process. CPS and MGT focus on municipal recruitments across the nation. Their representative list of recruitments for town manager and assistant town manager positions since 2021 significantly surpasses that of ODS for these roles.

Recommendation

By motion and roll call vote, approve execution of a consulting services agreement with CPS HR Consulting to provide executive recruitment services in the amount of \$25,000.