



Bryan Healy
Village Manager

Via email: bhealy@crotononhudson-ny.gov

Re: Recruitment / Talent Acquisition Services - Revised Proposal

Bryan,

I hope this message finds you well. Per our conversation, please find attached a revised contract proposal for recruitment consulting services for the Assistant Village Manager position. The level of search engagement proposed here is what we refer to as *a Level 2/Consultative*.

I have reformatted this into a simple agreement/contract and added a dual signature line here on this cover letter.

I have digitally signed. If the language and specifics are acceptable, please sign and return one copy.

Contract Proposal Sign-off / Approval

For Pracademic Partners

Ian M. Coyle

(digitally signed: 05/21/2026)

Dr. Ian M. Coyle, President
Pracademic Partners

For the Village

Situation Summary

The Village is in need of filling the newly created position of Assistant Village Manager. The Village is desirous of outside consultative assistance for recruitment/marketing of this position and you wish to commence in an expeditious fashion.

Objective

Successfully recruit for the position of Assistant Village Manager.

Methodology and Consultant Deliverables

The consultative assistance in achieving the objective would include, but not be limited to, the following activities. Pracademic Partners will:

- Conduct a needs assessment/recruitment strategy session.
- Consult on ideal candidate profile refinement based on market conditions and comparable roles.
- Provide labor market and compensation benchmarking insights relevant to the position and geography.
- Review and update the advertisement and recruitment profile.
- Produce a formal recruitment brochure and job advertisement.
- Develop a carefully curated plan for advertisement placements and send to outlets as mutually agreed upon.
- Do direct, targeted outreach to prospects and passive/potential candidates via professional associations, networks, and LinkedIn Recruiter.
- Be a resource throughout the process and for questions from candidates.
- Participate in pre-interview stage meetings, virtual sessions, and phone calls with the Board/Management and/or search committee.
- Do initial vetting and pre-screening of candidates.
- Assist in developing evaluation rubrics or scoring matrices for candidate review.
- Provide reference check question templates and best practice guidance.
- Develop a short list of recommended finalist candidates.
- Assist with interview questions and scenario development.

Measure of Success

Development of a sufficient candidate pool of quality applicants for the Village to consider for the position.

Timing

We are available to begin working with you immediately. We suggest an initial 75-90 day phase - due to job posting timeframes, the timing of targeted recruitment efforts, and the pre-interview and formal interview processes.

Village Accountabilities

The Village would make available to Pracademic Partners the job description in an editable format and high-quality, digital images suitable for recruitment materials. The Village would also place the job posting on specific platforms as follows: Village Indeed account, Village website, and Village-branded LinkedIn account job posting.

Fee

The fee for the consultative assistance detailed above is \$15,000. 50% of the fee would be due and payable upon search commencement (joint sign-off from the Village and Pracademic Partners), 25% of the fee would be due and payable 60 days from search commencement, and the remaining 25% of the fee would be due at engagement closure/candidate selection.

Service Guarantee and Commitment

Pracademic Partners aims to find a candidate for the position who will honor a long-term commitment to the Village. However, in the event of a premature departure (within one year of appointment), we will conduct the next search free of any additional charges.