

**QUOTATION FOR SERVICES – Dated 7 March 2018 – Amended Additional Services – 31 May 2018**  
**FOR**  
**Municipality of Temagami**

<b>Assist with Recruitment Initiatives for new position: Treasurer/Administrator:</b>		<b>Fee</b>
<ol style="list-style-type: none"> <li>1. Teleconference Meeting with client to discuss operational issues and needs.</li> <li>2. Developing draft Administrator/Treasurer position description for consideration including mandatory and preferred qualifications and then discussion with Council to amend and finalize.</li> <li>3. Develop job posting.</li> <li>4. Advertise – through Municipality.</li> <li>5. Screen applicants – develop screening tool and provide recommended applicants to Council for approval to proceed to interview (Note: Fee based on 5 applicants screened). <b>Screening an additional 4 candidates (See note 6)</b></li> <li>6. Develop competency and behavioural based interview questions and scoring template.</li> <li>7. <b>Setting up interviews with candidates.</b></li> <li>8. <b>Attending at interviews via skype or teleconference as requested.</b></li> <li>9. Recommend McQuaig Word survey – on-line psychological screening of applicants to be interviewed (See: <a href="http://www.mcquaig.com/">http://www.mcquaig.com/</a> with reports to be developed by Bob Woodcock, Consultant (sub-contacted by ICS Inc.). NOTE: Fee to be determined but is around \$250/applicant).</li> <li>10. Reference and credential screening.</li> <li>11. Negotiating and drafting employment agreement (Recommend legal review once drafted).</li> </ol>		
<b>TOTAL CONSULTANT HOURS</b>	<b>18.00</b>	<b>3,690.00</b>
<b>DISBURSEMENTS</b>	<b>0.00</b>	<b>0.00</b>
<b>HST</b>	<b>0.00</b>	<b>479.70</b>
<b>TOTAL</b>		<b>4,169.70</b>
<b>Additional Fees</b>		<b>1,230.00</b>
<b>Additional HST</b>		<b>159.90</b>
<b>NEW TOTAL</b>		<b>5,559.60</b>

**NOTES:**

1. Disbursements – none projected for this project.
2. No additional work done without prior approval. Cost for additional applicant screened = 2.0 hours fee.
3. Additional services charged at hourly rate of \$205.00 + HST.
4. Business Number: 87739 0922 RT0001
5. All approved services are Payable Upon Receipt to:  
**Ironside Consulting Services Inc.**  
**Attention: Antoinette Blunt, President**  
**155 Ironside Drive**  
**Prince Township, ON P6A 6K4**
6. Screening includes reviewing covering letter and resume, developing summary of qualifications on an Application Screening Form and undertaking on line search of articles or postings related to candidates' former employment.