

# Request for Quote – Project Brief

## Consultancy – CEO Performance Review

### Requirements in Brief

The Town of Cottesloe is seeking to appoint a suitably qualified and experienced independent facilitator to provide the following services:

#### Annual CEO Performance Review

To coordinate and facilitate the CEO's annual performance review against KPIs and KRAs, and in accordance with the requirement of the *Local Government Act 1995*

- a. To guide the CEO Performance Review Committee in undertaking the performance review and its associated processes, including review the CEO KPIs and KRAs
- b. To present the findings and recommendations resulting from this process in a formal report to Council.

### Background

The CEO's performance is a requirement to be fulfilled under the *Local Government Act 1995*, and in alignment with the Town's Purchasing Policy, three quotes are sought annually for this appointment.

### Submission Information

Each submission will be evaluated based on the following criteria. A maximum of three (3) pages should be submitted for each criterion.

RELEVANT EXPERIENCE AND TECHNICAL SKILLS AND EXPERIENCE OF KEY PERSONNEL (60%) - Demonstrates experience and skill in the provision of this service.

RESOURCES (10%) - Demonstrates the ability to supply and sustain the necessary resources to carry out the process.

PRICE (30%)

The basic scope of the work would include the following steps to be carried out:

- ) Gather and analyse confidential feedback from Elected Members, current and recently departed permanent, contract and casual staff regarding the CEO's performance amid the review period of June 2018 to June 2019 (13 months);
- ) Prepare a confidential report for the CEO Performance Review Committee and the CEO based around feedback collected.
- ) Coordinate and facilitate at least three meetings including with the CEO and CEO Performance Review Committee in order to review the feedback received and to finalise the process. Work to set formal recommendations regarding any new KPIs/KRAs to be set, or changes to existing KPIs/KRAs for the next period.
- ) Prepare and present a final summary report to Council, for inclusion on the Agenda for the next Ordinary Meeting of Council after the process is completed.

### **Pricing**

The vendor is to provide a lump sum fee or payment options for the performance review. The fee shall include meetings/liaison with the Town of Cottesloe as required. It is required that the pricing will show a breakdown of activities.

### **Completion**

This work is due for completion preferably not later than 31 August 2019.

### **Submission Date**

**Quotes are to be sent in no later than 4pm, 22 May 2019.**

Submissions should be forwarded via email to

**Ms Samantha Hornby  
HR Coordinator  
Town of Cottesloe  
hr@cottesloe.wa.gov.au**