

Purchasing Summary

EVENT # 5155	TITLE: Executive Recruitment Services RFSQ	COST: Estimated amount of \$80,000.00
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TYPE OF PROCUREMENT: RFSQ	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
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CONTRACT TERM (IF APPLICABLE)
June 8, 2017 – June 7, 2018

M/WBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)
N/A

NOTES

Recommend approval to procure executive recruitment services from Colin Baenziger & Associates, The Mercer Group, Inc., The Novak Consulting Group, and The Royster Group, Inc. in the estimated amount of \$80,000.00. The services will be used to perform executive recruitment services for various positions on an as needed basis. Each firm selected will be entered into a library of executive search firms to serve as a multiple award resource for the City’s executive recruitment needs. When a vacancy occurs for which executive recruitment services will be used, the four pre-qualified firms will be asked to provide proposals for recruitment services for that particular position. The pre-qualified firm offering the best proposal will be selected from the library to conduct that particular recruitment.

The method of procurement used for this event was the request for statements of qualification. Vendors were pre-qualified based upon proposed team, qualifications of key personnel, and related project experience.

The request for statements of qualification was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The vendors were:

- Q.B. Colin Baenziger & Associates (Daytona Beach Shores, FL) ^(D)
- Q.B. The Mercer Group, Inc. (Atlanta, GA) ^(D)
- Q.B. The Novak Consulting Group (Cincinnati, OH) ^(D)
- Q.B. The Royster Group, Inc. (Atlanta, GA) ^(D)
- Give It A Look See (Jacksonville, FL) ^(D)

A pre-proposal conference was not conducted as this was a request for statements of qualifications. (D) Indicates non-local, non-minority owned business.