

Purchasing Summary

EVENT # 7198	TITLE: Executive Recruitment Services	ESTIMATED COST: \$100,000.00
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
August 29, 2019 through December 31, 2020

S/DBE (IF APPLICABLE)
N/A

MATRIX (IF APPLICABLE)
N/A

NOTES

Recommend approval to award an annual contract for executive recruitment services to Baker Tilly Virchow Krause, LLP, Developmental Associates, The Mercer Group, Inc., and Ralph Andersen & Associates, Inc. in the estimated amount of \$100,000. The services will be used by the Human Resources Department to conduct recruitment services for vacant executive level positions.

The method used for this procurement was the request for statements of qualification which evaluates qualifications and experience among other criteria to determine qualification. Of the eleven responsive responses received, the selection committee deemed four respondents qualified. Those four respondents are being recommended for award of this contract.

Delivery: As needed. Terms: Net 30 days. The respondents were:

- Q.P. Baker Tilly Virchow Krause, LLP (Addison, TX)^(D)
- Q.P. Developmental Associates (Durham, NC)^(D)
- Q.P. The Mercer Group, Inc. (Athens, GA)^(D)
- Q.P. Ralph Andersen & Associates, Inc. (Rocklin, CA)^(D)
- The Executive Suite (Hyannis, MA)^(D)
- TR Consultant Group, LLC (Lithonia, GA)^(D)
- Corporate Temps (Norcross, GA)^(C)
- Slavin Consultants (Norcross, CA)^(D)
- Gallagher MSA Search (Kansas City, MO)^(D)
- Human Capital Consultants Consortium, LLC (Atlanta, GA)^(C)
- Management Partners (Rocklin, CA)^(D)

A pre-bid conference was not conducted. (D) Indicates non-local, non-DBE business. (C) Indicates non-local, DBE business. Recommend approval.

Local Available: Yes
Total Sent: 570
Total Received: 11
DBE Received: 2
Vendor Federally Debarred/Suspended: No