

## Purchasing Summary

<b>EVENT #</b> 7198	<b>TITLE:</b> Executive Recruitment Services	<b>ESTIMATED COST:</b> \$100,000.00
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> December 19, 2019 through December 31,2020		
<b>M/WBE (IF APPLICABLE)</b> N/A		
<b>MATRIX (IF APPLICABLE)</b> N/A		
<b>NOTES</b>		
<p>Recommend approval to add an additional firm Colin Baenziger &amp; Associates to the existing annual contract for executive recruitment services. The current annual contract consists of Baker Tilly Virchow Krause, LLP, Developmental Associates, The Mercer Group, Inc., and Ralph Andersen &amp; 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.</p> <p>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 originally deemed four respondents qualified. Those four respondents were recommended for award of this contract. Colin Baenziger &amp; Associates is being added to this list of qualified respondents.</p> <p>Delivery: As needed. Terms: Net 30 days. The respondents were:</p> <p>Q.P. Baker Tilly Virchow Krause, LLP (Addison, TX)          Q.P. Developmental Associates (Durham, NC)          Q.P. The Mercer Group, Inc. (Athens, GA)          Q.P. Ralph Andersen &amp; Associates, Inc. (Rocklin, CA)          Q.P. Colin Baenziger &amp; Associates (Daytona Beach, FL)</p> <p>A pre-bid conference was not conducted. (D) Indicates non-local, non-DBE business. (C) Indicates non-local, DBE business. Recommend approval.</p> <p>Local Available: Yes          Total Sent: 570          Total Received: 11          DBE Received: 2          Vendor Federally Debarred/Suspended: No</p>		