

## Purchasing Summary

<b>EVENT #</b> 7198	<b>TITLE:</b> Executive Search Services for City Manager	<b>COST:</b> \$22,700
<b>TYPE OF PROCUREMENT</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
Contract term expires December 31, 2020

**SBE/DBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**

Proposer	Proposer's Qualifications & Experience (25 points)	Project Approach (25 points)	Fees (30 points)	Total (80 points)
The Mercer Group, Inc.	25	20	30	75
Colin Baenziger & Associates	18.3	20	25.7	64
Baker Tilly Virchow Krause, LLP	13.3	20	27.8	61.1
Ralph Anderson & Associates	16.7	18.3	19.5	54.5

**NOTES**

Recommend approval to award a contract for executive recruitment services to The Mercer Group in the amount of \$22,700. These services will be used to recruit candidates for the City of Savannah's next City Manager.

On August 29, 2019, Council approved the use of four firms that were deemed pre-qualified to conduct executive recruitment searches at the City's request in the amount of \$100,000. Those firms were Baker Tilly Virchow Krause, LLP, Developmental Associates, The Mercer Group, Inc., and Ralph Andersen & Associates. On December 19, 2019, a fifth firm, Colin Baenziger & Associates, was added to the pre-qualified vendor list.

For the City Manager search, proposers were reviewed and scored by former managers Russ Abolt, Michael Brown, and Stephanie Cutter. Scores were evaluated on the basis of qualifications and experience, project approach, and fees. Of the five pre-qualified firms, only four were considered, as Developmental Associates chose not to submit a response for this search.

The vendors were:

B.P.	The Mercer Group (Athens, GA) <sup>(D)</sup>	\$22,700
	Colin Baenziger & Associates (Daytona Beach, FL) <sup>(D)</sup>	\$26,500
	Baker Tilly Virchow Krause, LLP (Addison, TX) <sup>(D)</sup>	\$24,500
	Ralph Anderson & Associates (Rocklin, CA) <sup>(D)</sup>	\$35,000

A pre-proposal conference was not conducted as the firms were pre-qualified through a request for statements of qualification. (D) indicates non-local, non-DBE owned business. Recommend approval.

Local available: No

Total sent: 5

Total received: 4

Vendor federally debarred/suspended: No