



## City of Savannah

### **Request for Statements of Qualification for EXECUTIVE RECRUITMENT SERVICES**

RFSQ – Event No. 5155  
Qualifications Due: Tuesday, May 9, 2017 at 1:30PM EST

City of Savannah  
Purchasing Department  
3<sup>rd</sup> floor, City Hall  
2 East Bay Street  
P.O. Box 1027  
Savannah, Georgia 31401

**Request for Statement of Qualifications (RFSQ)**

**Executive Recruitment Services**

**Event #5155**

The City of Savannah is accepting statements of qualification from qualified firms to establish a library of firms for executive recruiting services. Pre-qualification is mandatory for all contractors who wish to submit bids on this project. Bids will only be accepted from contractors who are pre-qualified through this process. Electronic responses will not be accepted. All responses must be submitted manually.

Instructions for preparation and submission of the statement of qualifications are contained in this package.

All statements of qualification are due in the Office of the Purchasing Director, 3rd floor, City Hall, 2 East Bay Street, Savannah, Georgia 31401 (P.O. Box 1027, 31402) no later than 1:30PM EST on Tuesday, May 9, 2017. The names of the respondents will be read aloud at the public bid opening shortly thereafter.

All questions regarding this event must be received by 12:00PM EST on Monday, May 1, 2017. Questions must be submitted in writing to Brittany Gashi, Assistant Purchasing Director, at [bgashi@savannahga.gov](mailto:bgashi@savannahga.gov). The answers to all questions received will be published in addenda issued by the Purchasing Department. Companies must acknowledge all addenda issued in conjunction with this event in order for their responses to be considered. Vendors who previously submitted a statement of qualifications for Event No. 5067 must submit a statement of qualifications for this event to be further considered.

## **The City of Savannah**

The City of Savannah, Georgia, the largest city and the county seat of Chatham County, Georgia, was established in 1733 and was the first colonial and state capitol of Georgia. Savannah is known as America's first planned city and attracts millions of visitors who enjoy the City's architecture and historic structures. Savannah's City Hall was designed and built by local architect Hyman Witcover in 1904. Today, Savannah's downtown area is one of the largest National Historic Landmark Districts in the United States (designated in 1966).

Savannah's City government adopted a Council/Manager form of government in 1954. This organizational plan places legislative responsibility for municipal government in a City Council and gives administrative or executive authority to the City Manager. The Council, which consists of the Mayor and eight Aldermen, levies taxes, enacts ordinances, and adopts the annual budget as well as performing other legislative functions. Six Aldermen are elected by district and two are elected Citywide for four-year terms, as is the Mayor.

Savannah has a population of 144,355 people (2014) while Chatham County has a population of just over 283,379. Savannah is situated at the mouth of the Savannah River, which form the border between Georgia and South Carolina. Savannah is approximately 250 miles southeast of Atlanta, Georgia, 140 miles north of Jacksonville, Florida, and 110 miles southwest of Charleston, South Carolina. On average, Savannah experiences four weeks where temperatures approach freezing (32 degrees or below) and two months where temperatures are often in the 90s.

The City of Savannah currently has 2,412 employees. Its General Fund budget for 2016 is \$187,584,246. Its combined budget for all funds, which include separate Sanitation, Water and Sewer and Parking Funds, is \$363,930,031.

## **Scope of Services**

The City of Savannah seeks qualified firms to provide executive search services for various positions on an as needed basis. It is the City's intent to establish a library of up to three (3) qualified firms for these services. 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 search services will be used, the firm with experience most relevant to the vacant position will be selected from the library to conduct the recruitment.

The outcome for such recruitments will be the identification of highly qualified applicants, consistent with the City's Equal Employment Opportunity policies.

The presentation of candidates will be preceded by the conduct of background and reference verifications, including verification of all stated academic credentials, industry certifications, past employment, and contact with references to provide a substantial view of the candidate's potential to perform the work required by the City of Savannah. It shall also include criminal and financial background checks. See Attachment 1.

## Detailed Scope of Work

Upon receipt of a purchase order from the Purchasing Department, the consultant shall perform the services identified below for each recruitment consistent with the number of week(s) indicated below, unless otherwise modified as described herein:

<u>Week(s)</u>	<u>Task</u>
1	Meet with appropriate City staff to gather background information.
2-3	Develop and obtain approval from the contract administrator for the recruitment profile, develop a list of potential candidates to review, and prepare and place advertisements, if desired.
4-6	Actively recruit potential candidates by soliciting, receiving, and acknowledging resumes.
7	Evaluate resumes and gather supplemental information, including use of psychometric and behavioral assessments (e.g. DISC, Myers Briggs, etc.).
8	Submit to the contract administrator the report on leading candidates and the list of leading candidates and speak with the contract administrator to review leading candidates.
9-10	Verify candidates' degrees and certifications, conduct reference checks, and interview best qualified candidates.
11	Submit final report and initiate the interview process with the contract administrator.
Post-11	Following interviews, conduct supplemental reference checks, conduct credit, criminal, civil litigation, and motor vehicle records checks, and assist the contract administrator with negotiations.

Note: Depending on the circumstances surrounding a particular executive search, the foregoing list of executive search services and the associated time frames may be modified by the mutual agreement of the consultant and the contract administrator.

## Organization and Position Analysis

The consultant shall interview appropriate City staff to determine their views about the position and their concerns regarding desirable training, experience, and other pertinent qualifications of prospective candidates. The consultant shall also gather and review relevant information about the City of Savannah, such as applicable budgets and organization charts. The consultant's findings shall be summarized and a recruitment profile with the desired qualifications shall be presented to the contract administrator for approval. The recruitment profile shall be sent to potential candidates and shall include information about City of Savannah government, the position, and any other criteria established by the City.

## **Recruitment**

After the contract administrator approves the recruitment profile, the consultant shall actively seek individuals with superior qualifications consistent with the City's requirements and invite and encourage such individuals' interest and participation. The consultant shall place announcements in professional journals and shall rely on its own experience, contacts, and file data for the identification of potential candidates. Consistent with the City's Equal Employment Opportunity policies, the consultant shall seek out the assistance of organizations representing the City's diverse population. The consultant shall not discriminate against any applicant for employment on the basis of race, religion, creed, age, color, marital status, sex, sexual orientation, gender identity and expression, pregnancy, political affiliation, disability, medical condition, veteran status, or national origin.

## **Preliminary Screening**

The consultant shall review, acknowledge, and evaluate all resumes received. Preliminary screening shall be based upon criteria contained in the recruitment profile, information contained in the resumes submitted to the consultant, and the consultant's knowledge of the people and organizations with which the candidates work or are employed. The consultant shall conduct telephone interviews with the candidates whose qualifications appear to most closely match the City's criteria to gain a better understanding of the candidates' backgrounds.

## **Candidate Evaluation**

Thereafter, the consultant shall interview those candidates whose qualifications most closely match the criteria established by the City. The consultant shall examine the candidates' qualifications and achievements in relation to the selection criteria. The consultant shall also verify degrees and certifications, and gather newspaper articles and any other information, if applicable and available, about the candidates (e.g., via the Internet). As part of the consultant's process in evaluating candidates, the consultant shall speak directly with individuals who are, or have been, in a position to evaluate the candidate's performance on the job. Based on the reference checks and evaluations, the consultant shall provide the City with a frank, objective appraisal of each candidate (report on leading candidates and the list of leading candidates).

## **Final Reporting**

The consultant shall prepare a detailed report and evaluation on each candidate most nearly meeting the City's specifications. The candidates shall not be ranked.

## Special Assistance

Upon request by the contract administrator, the consultant shall provide the following support services:

- A. Prior to interviews, suggest interviewing and selection tips, and interview questions, and rating forms.
- B. Conduct a briefing session immediately preceding the interviews, and assist in a debriefing immediately following the interviews.
- C. Arrange the schedule of interviews and associated logistics for final candidates.
- D. Advise the Contract Administrator on starting salary, fringe benefits, relocation trends, and employment packages.
- E. Act as liaison between the Contract Administrator and the candidate in a discussion of offers and counter-offers.
- F. Conduct a final round of reference checks with current employers (if not previously done for reasons of confidentiality).
- G. Notify unsuccessful candidates who were not recommended for interview of the City's decision.
- H. Conduct credit, criminal, civil litigation, and motor vehicle record checks through an outside service on all finalists before an interview is scheduled.

## Compensation Schedule

Upon the City's acceptance of the following services after completion by the consultant, the consultant shall be paid in the following manner:

- A. Recruitment profile 1/3 of the agreed fee.
- B. List of leading candidates and report on leading candidates 1/3 of the agreed fee.
- C. Final report and special assistance 1/3 of the agreed fee.

## Insurance and Certificate of Insurance Requirements

*These requirements give an overview of minimum coverage needed*

### Commercial General Liability:

Limits (or higher):

General Aggregate: \$1,000,000

Products Completed Operations Aggregate:	\$1,000,000	
Each Occurrence Limit:	\$1,000,000	
Personal Injury Limit:	\$1,000,000	
Damage To Premises Rented To You	\$1,000,000	Any One Event
Medical Expenses	\$ 5,000	Any One Person

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

No exclusions for subcontractors

Includes current operations, ongoing operations and completed operations (no exclusions of these).

**Commercial Auto:**

Limits: \$1,000,000 Per Occurrence (*Minimum*)

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

**Workers Compensation & Employers Liability:**

Limits:

Part A: Workers Compensation: Statutory (*include State of Georgia*)

Part B: Bodily Injury By Accident: \$500,000 Each Accident

Bodily Injury By Disease: \$500,000 Policy Limit

Bodily Injury By Disease: \$500,000 Each Employee

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

**Professional Liability: (Need for this depends upon project)**

Occurrence Limit: Limits: \$1,000,000 per Occurrence

Required Endorsements and Certificate of Insurance:

This policy provides a Waiver of Subrogation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

This policy provides a thirty (30) day cancellation endorsement in favor of Mayor and Aldermen of the City of Savannah its agents and / or employees and must be attached to the Certificate of Insurance.

**Other Items Required:**

Notice of Cancellation: No Less than 30 Days' notice provided to certificate holder

No exclusions for subcontractors/consultants.

All insurance carriers in the policy / COI are required to have an AM Best Rating of A-, IX or better

The City of Savannah is not responsible for any of the property used in or owned by contractor

All deductibles, or self-insured retentions, in the coverage are the responsibility of Named Insured (contractor or consultant) on policy

Indemnify and Hold Harmless wording required in contract: This contract requires the Consultant / Contractor to indemnify and hold harmless the Owner in all consulting work, projects and services provided. The Consultant also agrees to indemnify for costs of preparing and defending lawsuits from consulting work, projects and services provided. The City will not indemnify the any consultant/contractor or sub-contractor with respect to any work performed under this agreement.

**Request for Statements of Qualification**

Only those contractors who meet the pre-qualification requirements shall be engaged to conduct executive searches for the City. The City reserves the right to conduct further investigation of vendor responsibility prior to award.

The following information will be used to determine if a vendor is qualified. The City will review all submittals and determine the pre-qualification status of all respondents. A list of pre-qualified vendors will be prepared at the completion of this review and sent to all RFSQ respondents and posted to the



City's website. To be considered, each vendor must submit all information required by Attachment 2 by the indicated deadline. Additional pages may be attached as needed, but responses shall be in the order as listed in the request and numbered accordingly. The submittal must be signed by a corporate officer or principal. Each respondent shall submit one (1) unbound printed and signed original, three (3) printed copies, and one (1) electronic copy on a flash drive. "Statement of Qualifications" should be clearly written on the outside of the envelope, along with the project name and event number.

All pre-qualification of vendors shall be valid for a period of one year following approval of this contract by the appropriate authority. Qualified vendors must continue to meet all of the specified qualifications throughout the term of the contract. Any vendors who fail to meet any of the specified qualifications at any time will be disqualified at that time.

VENDOR: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Signature of Corporate Officer or Principal

NAME & TITLE (PRINT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

AREA CODE

AREA CODE

FEDERAL TAX IDENTIFICATION NUMBER: \_\_\_\_\_

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY). CHECK ONE:**

\_\_\_\_\_ **NON-MINORITY OWNED**

\_\_\_\_\_ **ASIAN AMERICAN**

\_\_\_\_\_ **AFRICAN AMERICAN**

\_\_\_\_\_ **AMERICAN INDIAN**

\_\_\_\_\_ **HISPANIC**

\_\_\_\_\_ **OTHER MINORITY**

\_\_\_\_\_ **WOMAN**

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

**THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.**

**DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_**

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

**ADDENDUM \_\_\_\_\_ #**

**DATE \_\_\_\_\_**

Printed name (company officer or representative): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTACHMENT 1  
CITY OF SAVANNAH  
HUMAN RESOURCES DEPARTMENT  
STANDARDS FOR BACKGROUND CHECKS**

**Criminal Conviction Records:**

- A conviction (includes Judgment before Probation and Nolo Contendere) of DUI or DWI within the last three (3) years.
- A vehicular homicide or hit and run conviction.
- Pending Criminal cases
- Convictions, Nolo Contendre or pleas involving Sexual Offenses, Domestic Violence Act or Impersonating a Police Officer, Perjury or False Statements
- Felony convictions and Nolo Contendre or pleas involving felony arrests
- Serious Misdemeanor Convictions, Nolo Contendre, or pleas

Past convictions will be considered if they are substantially related to circumstances of the particular position. The following should be considered when reviewing a questionable background report:

- the kind of position for which the individual is being considered
- the circumstances surrounding the conviction
- whether such an appointment could be detrimental to the public's interest and welfare
- whether the individual may be employed in a position that offers inducement to repeat previous offenses
- the pattern or lack of pattern of offenses

All circumstances surrounding a pending case will be considered before making a final decision.

**Credit Records:**

Credit background will be checked on all applicants (internal and external) applying for positions with cash handling responsibilities, cash posting responsibilities, supervision over cash operations or fiduciary functions. The credit check process as defined below is in compliance with the Fair Credit Reporting Act (FCRA).

1. The credit record is run through the Consumer Reporting Agency (CRA), by the background screening contractor.
3. If no credit problem is indicated, the applicant is cleared. If any of the following are indicated within the past 7 years, the record should be reviewed further.
  - Bankruptcy
  - Pattern of late payments (post 30-days)
  - Debt load significantly out-of-line with income

A determination of credit clearance should be based on the totality of the record, the position for which the applicant has applied, and potential City risk exposure.

**ATTACHMENT 2  
STATEMENT OF QUALIFICATIONS**

Contact Information

Provide information for a Principal Owner or Corporate Officer representing the prime contractor or joint venture that can be contacted for additional information:

Name of Firm: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

A. General Information

Year Firm Established: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Type of Ownership: \_\_\_\_\_ M/WBE Status: \_\_\_\_\_

Location of office where work will be performed: \_\_\_\_\_

Number of personnel at office performing the work to provide services for the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number in organization: \_\_\_\_\_

If your firm were selected for the proposed project, would your firm's services be immediately available? If not, indicate length of delay:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Could your firm provide continuous and uninterrupted services until the project is completed?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Limits of your firm's errors and omissions insurance: \$ \_\_\_\_\_

Errors and omissions insurance deductible: \$ \_\_\_\_\_

Has your firm ever been involved in litigation with a client, former client, or party who was involved in a search in which the firm participated? If so, indicate the case(s), the reason for, and the results of, the litigation:

\_\_\_\_\_  
\_\_\_\_\_



Group entries by firm, with personnel of the prime consultant or joint-venture partner firms first. To successfully complete the form, please note that the following information must be provided:

Name, title, and role in project team

Total years of relevant experience and total years of relevant experience with current firm

Name, city, and state of the firm where the person currently works, which must correspond with one of the firms listed in Attachment B (Project Team Data)

The highest relevant academic degree(s) received and the area(s) of specialization for each degree

Current relevant professional registration(s) in the United States

Other relevant professional qualifications relating to this project such as publications, organizational memberships, training, awards, etc.

The projects which the individual is currently obligated to spend at least four (4) hours per week and an estimate of the time the team member will be available during the active design phase of this project.

Up to four (4) relevant projects in which the individual had a significant role that demonstrates the person's capability relevant to his or her role in the proposed project. If any of the professional services are not complete, indicate so in the project description response.

#### E. Related Project Experience

Related Project Experience – Select projects that demonstrate the firm's capability to perform work similar to the proposed project. Present a minimum of five (5) and a maximum of ten (10) projects. *If existing narratives of project descriptions are provided, Attachment E will still be required to capture any of the requested information that is not readily apparent, i.e. – not presented under a similar heading or stated directly.*

Attachment A – Applicable Georgia Licenses

Attach copies of all current applicable Georgia Licenses held by the prime firm behind this page.

Attachment B – Proposed Project Team Data

Please complete the following form for all members of the proposed project team (firms). Should additional pages be required, attach additional copies of this form.

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_

Firm Name: \_\_\_\_\_ M/WBE Status \_\_\_\_\_

Relationship: Prime \_\_\_\_\_ Joint-Venture Partner \_\_\_\_\_ or Sub-Contractor \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Role in this Contract: \_\_\_\_\_



Attachment C – Organizational Chart of Project Team

Attach the Organizational Chart for the proposed project team  
behind this page.

Attachment D – Resumes of Key Personnel

Team Member:

Name and Title: \_\_\_\_\_

Role in Contract: \_\_\_\_\_

Years of relevant experience, total: \_\_\_\_\_ Years of relevant experience, current firm: \_\_\_\_\_

Firm Name and Location (City & State): \_\_\_\_\_

Educational Achievements (Degree and Specialization):

\_\_\_\_\_  
\_\_\_\_\_

Current Professional Registration(s) (State and Discipline):

\_\_\_\_\_  
\_\_\_\_\_

Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Current Projects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated availability during active project phases (hours/week): \_\_\_\_\_

Relevant Projects:

1) Project Name and Location (City and State): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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3) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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4) Project Name and Location (City and State): \_\_\_\_\_

Years Completed: \_\_\_\_\_

Brief Description (Brief scope, size, cost, etc.), Specific Role, and Firm Representing:

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Attachment E – Example Projects by Team (Example # \_\_\_\_\_ )

Project Title and Location: \_\_\_\_\_

Year Completed, Professional Services: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Point of Contact, Name: \_\_\_\_\_

Point of Contact, Telephone Number: \_\_\_\_\_

Provide a brief description of the example project and its relevance to the proposed project. Include factors such as scope, size, cost, principal elements, and features of the project:

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Indicate the size, nature, and basis for any contract change orders: \_\_\_\_\_

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Team Members (firms listed in Attachment B) involved in this Project:

Firm Name & Location (City/State): \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_

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Firm Name & Location: \_\_\_\_\_

Role in Project: \_\_\_\_\_