



INTEROFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: Evaluation Committee Recommendation Letter

DATE: October 13, 2020

PROJECT: 20RFP125481B-CJC, Executive Search Services

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Department of Personnels.

Seven (7) qualified firms submitted proposals for evaluation and consideration for award of this project:

1. Baker Tilly US, LLP
2. GovHR USA
3. Slavin Management Consultants
4. Corporate Temps, Inc.
5. Kinetix
6. The Global Edge Consultants
7. The TekRecruiters

After review of the technical proposal the following firms were short-listed:

1. GovHR USA
2. Baker Tilly US, LLP
3. Slavin Management Consultants

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by GovHR USA with a total score of 84.67, is the recommended vendor for the award of 20RFP125481B-CJC, Executive Search Services.

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The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

SELECTION COMMITTEE MEMBERS:

DocuSigned by:

Joshua Humphries

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Joshua Humphries, Human Resources Manager

Personnel

DocuSigned by:

Heather Henderson

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Heather Henderson, Deputy Director
Superior Court-Administration

DocuSigned by:

Melissa Cuthrell

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Melissa Cuthrell, EEO Officer II
Diversity and Civil Rights Compliance

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EVALUATION CRITERIA	WEIGHT	GovHR USA	Baker Tilly US, LLP	Slavin Management Consultants
Approach to Work	20%	18.33	13.33	11.67
Qualification of Key Personnel	20%	20.0	18.33	13.33
Relevant Project Experience	20%	20.0	18.33	16.67
16.67Availability of Key Personnel	20%	13.33	11.67	16.67
Local Preference	5%	0	0	0
Service Disabled Veteran Preference	2%	0	0	0
Cost	13%	13.00	11.14	11.52
TOTAL SCORE:	1.00	84.66	72.80	69.86

**To sum Total Score columns highlight the row and press F9*