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	1 Affion Public	4 Bakertilly	EFL	CPS HR	EmployBridge	GavinHeath	2 GOVHR USA	GPS	Harvard Group	HR Advantage Group	Management Partners	3 SGR	Sunshine Ent
Proposed approach, techniques, and general plan for completing all items in the scope of work	5	3	1	4				1			1	2	1
Timeline for conducting the	4	3			1		3	2	2	2		2	
Is Diversity and inclusion in the recruitment plan	3	2	2				3	1	2			2	1
FEE PROPOSAL	3	3	1				5	4			4	1	
What is the firm's geographic reach	4	2		1			3	1			2	4	
What kinds of executive placements has the firm completed recently	4	2	1	1			4	1			1	4	
Please rank your preferred Executive Search Firm	6	3		3			5	1			3	4	
Total	29	18	5	9	1	0	23	11	4	2	11	19	2

* Two Councilmembers did not rank using the Survey Monkey platform. So there rankings where only add to the preferred Executive Search firm question above.

Affion Public -(scored 29)

Affion Public is deeply rooted in the public sector, providing executive search services for state and local government, education and non-profit organizations since 2000.

We specialize in identifying the nation's best and brightest executives and delivering those individuals to our public sector clients. Our partners are typically state, county, city, and government organizations as well as non-profits. Recognized as a leader in public sector executive searches, Affion has attained "preferred" vendor status or an exclusive relationship with a majority of its client partners.

It is our unique understanding of the complexities of the public sector that gives us an edge. We know what to challenge potential candidates on, and we know how to discern and qualify the very specific set of skills an executive needs in order to succeed within the public realm. Our particular expertise lies in our ability to reach out to and ultimately attract the best and the brightest into the public executive domain. Short and long term, Affion is looking for valued, long lasting partnerships, where we can have a real and positive effect for our client.

1. Approach

1. Establishing the Timeline
2. Input from Key Decision Makers.
3. Developing the Candidate
4. Candidate Pool and Search Techniques
5. Screening Process.
6. Selecting Candidates for Client
7. Choosing the Finalists and the
8. Hiring

2. Cost -Fee for City Manager position: \$28,000 (all inclusive)

Additional expenses, which are not included in the overall fee but are expected to be reimbursed by the City of Commerce City include all candidate travel expenses for the purpose of interviews with the City of Commerce City. This will vary depending on the location of the finalist selected

3. Guarantee-Yes

If the hired candidate is asked to leave for reasons of non-performance or leaves of his/her own volition in the first 24 months of employment, we will re-launch a search for a new candidate, under the original position specifications.

4. Proposed Timeline -90days

Timeframe	Activity
Upon Selection	<ul style="list-style-type: none">Affion to negotiate and finalize contract
Day 1	<ul style="list-style-type: none">Facilitate a meeting to discuss timelines, recruitment process and plan for completing the Position and Candidate ProfilesAffion to meet with identified stakeholders to begin the due diligence processConduct Public Forums if neededSimultaneous industry research taking place
Day 10	<ul style="list-style-type: none">Affion presents draft of Profile
Day 15	<ul style="list-style-type: none">Finalize Profile
Day 16	<ul style="list-style-type: none">Search Firm conducts recruitment to include:<ul style="list-style-type: none">Journals, personal contacts, Websites, etc.Place advertisementsReview resumes

Conducted on a weekly basis	<ul style="list-style-type: none">Progress Report—check for quality and diversity of applicants. Determine need to target any specific group or area.Review and qualify all potential candidates
Day 40	<ul style="list-style-type: none">Affion concludes the recruitment campaign
Day 65	<ul style="list-style-type: none">Review and finalize candidate selection to be presentedBackground checks completedInternet and media searches conducted on finalists
Day 75	<ul style="list-style-type: none">Binder Presentation of 6-8 candidates to the Selection PanelAffion will facilitate a review of the final candidates
Day 85	<ul style="list-style-type: none">References for finalists are contactedConduct first round of candidate interviews with the Search Committee and key stakeholdersFinalize decision on the candidate of choice and negotiate employment agreement with the candidate
Day 90	<ul style="list-style-type: none">Successful Candidate accepts offer of employment

GOVHR-(scored 23)

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

Our consultants are experienced executive recruiters who have conducted over 700 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

1. Approach

1. Position Assessment, Position Announcement & Brochure
2. Advertising, Candidate Recruitment & Outreach
3. Candidate Evaluation & Screening
4. Presentation of Recommended Candidates
5. Interviewing Process & Background Screening
6. Appointment of Candidate

2. Cost- Cost -Fee for City Manager position: \$20,500

Additional fee *Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, \$1,000 per trip (up to 3 trips) for travel will be charged.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

3. Guarantee-Yes

GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

4. Proposed Timeline-12 weeks

Project Timeline	
Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 & 8	Phase 3: Candidate Evaluation & Background Screening
Week 9	Phase 4: Presentation of Recommended Candidates
Week 10	Phase 5: Interview Process & Additional Background Screening
Weeks 11 & 12	Phase 6: Appointment of Candidate

SGR-(scored 19)

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments.

1. Approach
 1. Organizational Inquiry and Analysis
 2. Advertising and Marketing, Communication with Applicants and Prospects
 3. Initial Screening and Review
 4. Search Committee Briefing to Facilitate Selection of Semifinalists
 5. Evaluation of Semifinalist Candidates
 6. Search Committee Briefing to Facilitate Selection of Finalists
 7. Evaluation of Finalist Candidates
 8. Interview Process
 9. Negotiations and Hiring Process
2. Cost- Cost -Fee for City Manager position: \$24,900
3. Guarantee-Yes

SGR guarantees that you will be satisfied with the results of the recruitment process, or we will repeat the entire process at no additional professional fee until you find a candidate that you hire. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process at no additional professional fee to the client.

4. Proposed Timeline-15 weeks

Task	Weeks
<ul style="list-style-type: none">Contract Executed; Develop Recruitment Plan, Timeline<u>Individual Interviews with Key Stakeholders</u>	Week 1
<ul style="list-style-type: none"><u>Deliverable:</u> Position Profile BrochureSearch Committee Reviews and Approves Brochure	Weeks 2-3
<ul style="list-style-type: none">Advertising and Marketing; Accept Applications	Weeks 4-7
<ul style="list-style-type: none">Initial Screening and Review	Week 8
<ul style="list-style-type: none"><u>Search Committee Briefing / Select Semifinalists</u>	Week 9
<ul style="list-style-type: none"><u>Deliverable:</u> Semifinalist Briefing Books and Online Interviews	Week 10
<ul style="list-style-type: none"><u>Search Committee Briefing / Select Finalist Candidates</u>	Week 11
<ul style="list-style-type: none"><u>Deliverable:</u> Finalist Briefing Books	Week 14
<ul style="list-style-type: none"><u>Face-to-Face Interviews</u>Stakeholder Engagement (if desired, or may occur earlier in process)DeliberationsNegotiations and Hiring Process	Week 15

Bakertilly-(scored 18)

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For more than 85 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with the City as we seek to become your Valued Business Advisor.

Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with villages, cities, counties, special districts and school districts and the many different disciplines that comprise the Commerce City organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and personal touch in our internal standard and commitment to outstanding services that meets or exceed your expectations. Since 2015, our combined consultant team has conducted more than 500 executive searches.

1. Approach
 1. Kickoff, marketing, recruitment and outreach
 2. Execution of recruitment strategy and identification of quality candidates
 3. Screening of applicants and recommendation of semi-finalists
 4. Conducting background checks, reference checks and academic verifications
 5. Final interview process
2. Cost- Cost -Fee for City Manager position: \$24,500
3. Guarantee-Yes

Bakertilly guarantees your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee, but will include project-related expenses.

4. Proposed Timeline-TBD

City of Commerce City Executive Recruitment Preliminary Timeline		
The following timeline represents a preliminary schedule for your executive recruitment based on a mutually agreed upon commencement date. For the purpose of this proposal, we label Target Dates as To Be Determined (TBD). Our agreement will include actual and specific target dates developed, reviewed and approved by your organization.		
Project Milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach	<ul style="list-style-type: none">- Baker Tilly completes on-site interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline- Baker Tilly sends draft recruitment brochure to the City- The City returns draft recruitment brochure (with edits) to Baker Tilly- Baker Tilly commences executive recruitment advertising and marketing- Online data collection and profile development	TBD
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none">- Baker Tilly commences formal review of applications; most promising candidates complete questionnaires- Candidates complete recorded interview online- Baker Tilly completes formal review of applications and sends selected resumes to the City for review- Candidates' recorded interviews are presented	TBD
Comprehensive background check, academic verifications and reference checks completed for finalists	<ul style="list-style-type: none">- Baker Tilly meets with the City and recommends semi-finalists; the City selects finalists for on-site interviews- Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed	
On-site Interviews with finalists	<ul style="list-style-type: none">- Baker Tilly completes reference checks/background checks/academic verification on finalists	TBD
Employment offer made / accepted	<ul style="list-style-type: none">- Baker Tilly sends documentation for finalists to the City- The City conducts on-site interviews with finalists	TBD
	<ul style="list-style-type: none">- The City extends employment offer to selected candidate	TBD