April 29, 2019

Proposal Evaluation Summary
Executive Search Services for Civil Rights Executive Director – RFQ #PUR0119-145
Request for Qualifications opened February 27, 2019
Evaluators: Keith Rippy and Salma Ingram, Co-Chairs of Civil Rights Commission

Proposals received in alphabetical order):

Firm Name	Location	Financial Proposal	Total Score
Baker Tilly, formerly Springsted Waters	Kansas City, MO	$26,500	811.25
The Mercer Group	Santa Fe, NM	$15,000	732.50
Moulder and Associates LLC	Des Moines, IA	$13,000	
ROI Search Group	Fishers, IN	29% of first year's salary	
Top Rank, LLC	Cedar Rapids, IA	25% of annual compensation	
Zilo International Group	Centennial, CO	$15,000	

Top two ranked firms:

1. **Baker Tilly**

Criteria	Points
Qualifications and Experience (60%)	495.00
Financial Proposal (15%)	116.25
Responsiveness (25%)	200.00
Total Evaluation Points	811.25

Facts:
- Firm possesses all required experience including thorough process needed for a successful search
- Extensive experience with Local Government executive searches and working with a commission
- 2-year guarantee on position
- Previous experience working with the City
- Financial proposal is within competitive range
- Clear understanding of project with very detailed timeline and proven success with successful candidates placed

2. **The Mercer Group**

Criteria	Points
Qualifications and Experience (60%)	420.00
Financial Proposal (15%)	112.50
Responsiveness (25%)	200.00
Total Evaluation Points	732.50

Facts:
- Firm possesses all required experience including process needed for successful search
- Experience in executive searches and management consulting
- 1-year guarantee on position
- Previous experience working with the City
- Financial proposal is within competitive range
- Understanding of project with detailed timeline and proven success with successful candidates placed

Recommendation for Award:

The evaluation team scored the Request for Qualifications and Baker Tilly was rated as the top RFQ. A contract will be executed with Baker Tilly.