

Consider/Discuss/Act on an Agreement to Engage a Search Firm for the Position of MEDC President

MEETING DATE: December 15, 2015

DEPARTMENT: Purchasing

CONTACT: Lisa Littrell, Purchasing Manager

RECOMMENDED ACTION:

- Approval of Recommendation

ITEM SUMMARY:

- This item authorizes an agreement with SGR for Executive Search Services.

BACKGROUND INFORMATION:

- A Request for Qualifications (RFQ) was issued on November 1, 2015 for Executive Search Services for MEDC President.
- On November 12, two (2) responses were received:
 - Strategic Government Resources (SGR)—Keller, TX
 - Waters & Company—Addison, TX
- On November 13, 2015, copies of the responses, RFQ and supplemental information were distributed to an evaluation team comprised of three (3) City employees.
- Each evaluator reviewed and scored the Statement of Qualifications (SOQ) based on the information packets distributed to them. Each firm was screened on expertise and experience under the following categories:
 - **35 Points:** Project organization, technical qualifications and capability of the persons assigned to the project
 - **30 Points:** Project understanding, proposed approach, methodology and timeline
 - **25 Points:** Experience, verified references and successfully completed similar projects:
 - **10 points:** Submittal Quality – Overall quality, clarity, ease of review, and attention to detail evidenced by the respondent's submittal:
- Based on the review of the SOQ, the evaluation team has determined and recommends SGR as the most qualified firm to provide the expertise and services required to perform the MEDC President search.

- **FINANCIAL SUMMARY:**

- Contract is for an amount not to exceed \$23,000

BOARD OR COMMISSION RECOMMENDATION: N/A

