



To: City Councilors
 CC: Interim City Manager
 From: City Clerk Gail Davidson
 Date: February 4, 2016
 Re: City Manager Recruitment Services

The City-developed “Request for Proposals” (RFP) for new City Manager Recruitment Services became available on January 6, 2016. The deadline for proposals was 5:00 P.M., Thursday, February 4, 2016. The RFP required the submittal of an electronic RFP, emailed to the City Clerk, and 7 hardcopies of the proposal.

Eleven firms responded to the RFP. Please refer to the table below. Of those, five were not initially contracted by the City but responded to the RFP placed on the City website. One of the responding firms did not submit the requested electronic version of their proposal and one did not send the required hardcopy versions. Staff scanned and copied these two proposals for packet inclusion. Rejection of a Proposal due to noncompliance with the terms of the RFP is at the discretion of Council.

Proposals received; (new indicates not originally contacted by City w/RFP)

Firm Name	electronic	Hardcopy
David Gomez & Associates Inc. (new)	1/25/16	1/25/16
Slavin Management Consultants	1/22/16	1/26/16
Austin Peters Corporation, Inc. (new)	1/28/16	2/01/16
Decca Consulting LLC (new)	2/01/16	didn't send
Mercer Group Inc.	2/02/16	2/04/16
Waters & Co. (new)	2/02/16	2/04/16
The Novak Consulting Group	2/02/16	2/04/16
Strategic Government Resources	2/02/16	2/04/16
Bob Murray & Associates	2/02/16	2/03/16
CPS HR Consulting (new)	didn't send	2/03/16
Prothman Company	2/04/16	2/04/16

Finance Director Ben Cowan and I have reviewed the eleven submitted proposals for their compliance with the terms of the RFP. The matrix notes if required information was not included and an “x” denotes inclusion in the submitted proposal. No prioritization or rating was included in the matrix. The matrix and the RFP are attached to assist you with your analysis of the Proposals. Please let me know if you have any questions. Thank you. Gail