

PROPOSALS TABULATION												
RFP-RH-20-061												
On-Call Executive Search Services												
NAME		Amy Cell, LLC		KEES		GovHR USA, LLC						
ADDRESS		215 W. Michigan Ave.		3075 Book Road Suite 103-9682		630 Dundee Road, Suite 130						
		Ypsilanti, MI 48197		Naperville, IL 60564		Northbrook, IL 60062						
Year Firm Established		2015		2013		2009						
Years in Business		5.8 years		7.5 years		12						
Type of Organization		LLC		Corporation		LLC						
Years providing executive search services. Provide details.		Has conducted over 750 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. Have led several successful public sector searches in Michigan.		KEES was founded in 2013 as an expansion of Alford Executive Search. Have performed hundreds of executive searches over the years across all nonprofit sectors. Typical search is for top leadership rolls such as President/CEO, CFO, COO, etc.		Has been providing executive search services to local governments and other public sector entities since the firm's inception in 2009. Has conducted more than 700 recruitments in 38 states and the District of Columbia, for all types of government positions.						
Clients that you currently serve with this type of services:		Typically manages 15-20 engagements of various sizes and complexity at any given point in time. Has efficient processes, cross trained staff and project management capabilities so that they can manage multiple complex engagement simultaneously. They forecast their staff planning and capacity needs 3-4 weeks out.		List was provided in response with approximately 16 active searches that are in process.		Currently involved in 50 active recruitments. Offers full-scope, limited scope and virtual recruitments, as well as professional outreach. These different types of recruitment options are explained more fully in narrative.						
References. Minimum of 5.		References provided.		References provided.		References provided.						
Employees												
Full Time		2		6		11						
Part Time		14		9		8, plus 31 independent project consultants.						
Describe resources and capabilities:		Team brings over 130 years of combined HR experience, with diverse backgrounds and perspectives. Talent acquisitions and labor dynamics. Firm is both high-touch and high-tech, offering customized services and providing client support. Current on technology and utilize tools such as social media and video interview to thoroughly market and assess candidates. In the past 6 years, they have engaged in over 750 searches. Amy Cell implemented many talent programs including the design of Pure Michigan Talent Connect.		Has over 20 years experience in executive search experience, primarily in the Midwest. Each of their team members has served as a nonprofit staff leader, board member and/or key volunteer. They identify the essential and desired requirements of each open position, constructing their outreach and marketing strategy with the client partner's perspective in mind. Start wit their own network of past candidates, collaborators, and past/current client partners.		Is a public management consulting firm serving municipal clients and other public sector entities on a national basis. They work exclusively in the public sector, offering customized executive recruitment services, as well as providing management studies and services for communities. In 2014, Vorhees Associates combined with GovHR Temps USA to form GovHR USA. Thirty-one consultants based in Arizona, Florida, Illinois, Indiana, Massachusetts, Michigan and Wisconsin.						
Staff Profiles:		Profiles provided.		Profiles provided.		Submitted.						

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Methodology	<p>Step One-Create a Clear target and Plan Step Two-Market the posting to the right people. Step Three-Efficiently screen applicants. Step Four - Onsite or remote "Zoom" interviews. Step Five - Negotiation Step Six - Transition Support Information for each Phase included in response.</p>				<p>Phase 1 - Planning (2-4 weeks) Phase 2 - Implementation (6-12 weeks) Phase 3 - Closure (4-6 weeks) Phase 4 - Follow up (First year of employment) Information for each Phase included in response.</p>				<p>Phase 1-Consultants conducts interviews with client. Developments recruitment schedule; job announcement and recruitment brochure. Phase 2-Consultant places job announcement on websites; develops targeted database of potential candidates and conducts candidate outreach. Phase 3-Consultant evaluates candidate credentials; conducts due diligence on candidates; interviews potential finalists candidates and finalizes recommendation to client. Phase 4-Consultant provides recruitment report to client; meets with Client to review recruitment report; selects candidates for interview; finalizes interview process with Client; notifies candidates and coordinates interview schedule. Phase 5-Consultant provides interview books with questions and evaluation sheet; develops interview questions and other interview exercises; facilitates interview process; and facilitates discussion of candidates with client. Phase 6-Consultants assists with contract negotiation for selected candidate; assists with drafting press release; and provides telephone follow-up with candidate and client for six months following appointment.</p>			
Has your firm provided leadership skills development services for management level positions?	Yes, have provided 360 degree feedback and performance improvement support for both public and private organizations.				For voluntary and elected boards can offer board training, Development, Education and other specifically designed services. Leadership offers group training and development. For individual leadership development offers professional coaching, skill development, DiSC stylistic learning.				Mr. Vettraino has developed personalized employee assessment and evaluation tools. Working to facilitate an effective performance measurement and expectation communication system for clients.			
Method of communication:	Omitted question from response.				Utilize email, phone, text, video calls and meetings, as well as face-to-face when necessary.				Will be available to the City via phone, text or email 24/7 regarding any services.			

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Placement success rate and timeliness of placement. Performance warranty?	Have only had one client need to use their Placement Guarantee, and they were able to successfully recruit to refill that position. Technically they consider a successful placement to be one where the employee stays at least a year, but their goal is to have employee stay much longer and it to be a great fit for all involved. Placement guarantee-In the event the new employee rescinds their acceptance of the job offer, or leaves employment within one year of their start date, they will waive their base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.				Average placement rate for CEO/ED/VP positions is over 6 years, with their longest tenured CEO placement at 20 years before her recent retirement. Average placement rate for Director position is over 3 years, with longest placement at 20 years and counting. Offer a one year success guarantee.			Should employee leave the City at the Request of the City or the employee's own determination within the first 12 months of appointment, GOVhr will, if desired, conduct another search if requested within six months after the employee's departure, for the cost of expenses and announcement only.				
Timeline:	Weeks 1,2 - Stakeholder interviews. Week 3- Create talent matrix, Create a marketing plan, Review salary data. Week 4- Committee review. Weeks 4-8 - Market the opportunity. Weeks 4-9 - Efficiently screen applicants Week 10 - Present candidates Week 10 - Review candidates and invite interviewers. Week 12 - Onsite /Remote interviews. Week 12 - Negotiation.				Very Detailed timeline is listed in response.			Weeks 1-2 Deliverable - Recruitment Brochure Weeks 3-8 Deliverable - Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant. Week 9 Deliverable - Consultant recommendation to City of qualified candidates (recruitment report). Week 10 Deliverable - Selection of candidate finalists by City. Week 11-12 Deliverable - Interviews of selected finalist candidates; City selection of final candidate; negotiation, offer, acceptance and appointment.				
Description of Deliverables:	Negotiation-As outlined in timeline above, will assist with the negotiation process with other administrative and legal parties. Their specific role will be determined during the planning phase to reflect the needs of the City. Transition support - Will help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired they can provide a variety of support to assist. Also offer a 360 degree feedback check-in after six months.				Quarterly check-ins during first year with new hire and hiring candidate, DiSC profile administration and evaluation, success guarantee, final search report, reference checks on selected candidate, background check on selected candidate, creation and dissemination of hiring announcement.			Highly Qualified Employee and Placement warranty.				

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Billing procedures:		Typically bill net 30 terms, usually for half of the contract amount when they are engaged and the contract is signed, and the other half when the candidate accepts the position.				Professional fee will be broken into 5 monthly payments. Payments 1 thru 4 will equal the minimum fee divided by four. The first invoice will be issued within 30 days after the start of each project, with the remaining invoices issued monthly thereafter. The final fee payment (invoice #5) is due upon acceptance of the position by candidate and is based on the agreed upon percentage of the first year compensation, less the first for payments. Expenses are billed as incurred.				The recruitment fee will be invoiced in 3 equal payments, billed during the course of the recruitment. First invoice will be sent at the end of Phase 1. Second invoice will be sent following the recommendation of candidates. The final invoice will be sent upon completion of the recruitment assignment and will include expenses remaining.			
Litigation in the past five years:		No.				No.				No.			
Subcontractors:		Background Check Central in Clinton Township, MI.				N/A				None.			
Meet insurance requirements:		Yes				Yes				Yes			
Exceptions/Alternates:		None				List of exceptions provided in response.				None			
Cost Proposal		Project Member		Job Classification		Hourly Rate		Project Member		Job Classification		Hourly Rate	
		Amy Cell		President		\$150.00		Top level pos.		33% with a min fee of \$30,000		Jaymes Vettraino	
		Sonja Parkinson		Manager		\$125.00		2nd level mgmt.		33% with a min fee of \$28,500		Recruitment	
		Lucy Binns		Sr. Associate		\$75.00		other roles		33% with a min fee of \$28,000		Reference Specialist	
		Kylie McGill		Sr. Associate		\$75.00						Subject matter consultants	
		Other		Unit of Measure		Rate		Other		Unit of Measure		Rate	

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NAME		Rehmann Robson LLC		CPS HR Consulting		CAPTURA LLC							
ADDRESS		1500 W. Big Beaver		2450 Del Paso Road, Suite 220		550 Congressional Blvd., Suite 115							
		Troy, MI 48084		Sacramento, CA 95834		Carmel, IN 46032							
Year Firm Established		1941		1985		2004							
Years in Business		80		35		16							
Type of Organization		Other		Joint Powers Authority		Did not specify							
Years providing executive search services. Provide details.		Have more than fifteen years working with general recruitment and C-suite level recruitment and leadership projects.		Recruitment experience has been gained through more than 17 years of placing top and mid-level executives in public agencies throughout the United States.		Listed companies that they have recruited for since 2010.							
Clients that you currently serve with this type of services:		Has served on over 120+ recruitment projects, in addition to personality assessments, Gallop engagement surveys, leadership development and coaching projects throughout the years.		Is currently working on over 50 executive recruitments similar in nature to the City's request. The team members handle 6-8 active recruitments at a time, all in varying points of the recruitment process. They ensure that all recruitments have a well-planned schedule that can be adhered to best serve their clients.		Currently company does not have any clients. Looking to grow their book of business with new contracts/clients.							
References. Minimum of 5.		References provided.		References provided.		References provided.							
Employees													
Full Time		730		91		2							
Part Time		92		2		0							
Describe resources and capabilities:		Continually customize a cross-functional team tailored to City's current needs that can help meet City's goals and objectives for the future. Ensure they are meeting and exceeding the needs by identifying and bring to the City value added solutions. Personnel assigned to the engagement have substantial experience providing consulting services to Cities like Rochester Hills.		Recruitment experience for government agencies, seasoned executive recruiters, detailed need assessments, vast pool of public agency contacts, success recruiting non-job seeking talent, Use of technology, diversity sensitivity, cost effective, satisfied clients, strong base of repeat clients, and retention / success rate. Description of each listed.		One dedicated project manager on assignment to this project 100% of the time. 15-20 years of recruiting and talent acquisition experience with quasi-government, government, and private sector clients. 16 years of business ownership, project management, training, and human resources. 20 years of working with local, state, and federal governments both as a direct employee and consultant. Social networking recruitment platform, ATS (applicant tracking system), Background check system, conduct outreach within communities and other like City Governments across the country.							
Staff Profiles:		Submitted.		Submitted.		Submitted.							

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Methodology	<p>Initial kick off meeting Preliminary meeting to better understand the needs of the organization and future candidate responsibilities. Review of candidate job descriptions. Post position opening, gather and screen resumes. Pre-screen candidates. Design and develop interview questions for the interviewing team. submit candidates. Schedule interviews. PXT select personality & behavioral assessment testing tool (complimentary). Coordinate offer.</p>				<p>Phase 1 - Develop candidate profile and recruitment strategy. Phase 2 - Aggressive, proactive, and robust recruitment. Phase 3-Selection. Each phase description is in response.</p>				<p>1-Project Initiation- Project is defined, stakeholders are identified, internal project leads are named, budget is discussed, goals are defined, and timeline is discussed and set. 2-Project Planning- Project details and scope are defined, requirements, and tasks are identified followed by the development of a project schedule which should include a communication plan with goals and deliverables, and a change management strategy. 3-Project execution - Manager will implement the project, and maintain open and regular lines of communication with the named internal project lead/stakeholders in order to keep the workflow smoothly moving along and on time. 4-Project Monitoring and Controlling-this occurs during phase three and four to ensure project goals and deliverables are being met. Critical success factors and key performance indicators can be established if needed. Project Closing- at this final phase, all project goals have been met and completed. Project Manager will put together a final report and this will be presented during the final meeting of the project/ by search. This is also the time when project successes and failures will be discussed as a means of continuous improvement.</p>			
Has your firm provided leadership skills development services for management level positions?	<p>Identify their leadership strengths and weaknesses increasing their self-awareness. Clarify and communicate their fundamental value and beliefs. Set the example for others by aligning their actions with shared values. Search for opportunities to change and improve. Build collaboration, teamwork, respect and trust amongst themselves and their teams.</p>				<p>Has been providing individual and group coaching for over ten years to public sector clients. Has coached executive to emerging leaders over the past 10 years. The level of individuals has varied.</p>				<p>Yes. Have provided active listening, being empathetic, clear and concise communication. Strategic thinking, being influential/circles of influence, being flexible to learn and grow, and diversity, equity and inclusion.</p>			
Method of communication:	<p>Can communicate in whatever way is best to assist the client.</p>				<p>Committed to keeping client fully informed of their progress. Will collaborate with client and provide updates on the status of recruitments.</p>				<p>Telephone, email, video conferencing, and in-person as needed or required.</p>			

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Placement success rate and timeliness of placement. Performance warranty?	<p>Encourage the City to reach out to their references to provide a better understanding of the services they provide and retention rates.</p> <p>Warranty is they will refund a pro-rata portion of the fee paid or issue a credit for such amount in the event they provide a replacement. The refund will be equal to 1/90th or 1/30th , as applicable, multiplied by the number of days remaining in the guarantee period as of the last day of employment.</p>				<p>If the employment of the candidate selected and appointed by the City as a result of full executive recruitment (Phases I,II, and III) comes to an end before completion of the first year of service, they will provide the City with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period. Additionally, should the initial recruitment efforts not result in a successful appointment, will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. Does not provide a guarantee for candidates placed as a result of a partial recruitment effort.</p>				<p>Placement retention rate was 90-100% for 1-5 years and average 3 years for minimum retention. Retention efforts consist of initially finding the best qualified candidate so that it reduces the chances of the employee leaving as well as clear and strong communication upfront when discussing the job, benefits, salary, and relocation. If employee leaves at any time during the first year, they will replace for same fee. If employee leaves anytime during second year, the cost to the client is 50% of the original fee.</p>			
Timeline:	<p>Expect the process to progress based on mutual communication of next steps throughout the projects. If they do not hear back from the City during anytime in the process outlined above on the City's behalf, they will temporarily suspend the search until they receive communication from the City. Required access and/or involvement by key stakeholders (human resources) in providing timely information and updates for these projects will be critical.</p>				<p>Month 1-Initial Meeting/Candidate Profile, Draft brochure, brochure approved/Printed & Place Ads. Month 2-Aggressive recruiting and final filing date. Month 3- Preliminary Screening, Present leading candidates. Month 4-Interviews, Reference / Background Checks, Appointment.</p>				<p>Meeting with clients happens in the first week after contract is awarded. Outreach and recruitment lasts 6-12 weeks in duration. Job posting and social media occurs upon contract being awarded. Resume review and scoring of initial resumes lasts 1-2 weeks with the selection of the best candidates. Interview time of those selected lasts 1-2 weeks. Employment offer letter is issued. Background checks/reference checks and employment verification lasts 1-4 weeks in duration. Telephone and email communication takes place throughout the recruitment phase. Candidate accepts employment and a start date is decided by the client if not stated in offer letter.</p>			
Description of Deliverables:	<p>Continually customize a cross-functional team tailored to City's current needs that can help meet City's goals and objectives for the future. Ensure they are meeting and exceeding the needs by identifying and bring to the City value added solutions. Personnel assigned to the engagement have substantial experience providing consulting services to Cities like Rochester Hills.</p>				<p>For a full recruitment process including Phases I-III, each client receives a professionally designed recruitment brochure (marketing piece), a comprehensive client report detailing the steps of the recruitment and the application materials for screened candidates, assistance formulating interview questions, interview panel materials, comprehensive reference reports on finalist candidates and a background check on the final candidate.</p>				<p>Updates in writing on every task completed throughout the process. A qualified candidate for employment at the end of the project. All materials including hard/electronic copies of resumes, letters of interest, background check materials and information. Any and all information provided to the contractor by the client to conduct the scope of work. A report outlining the process of the search, selection, etc. and the successes as well as those things that could be improved upon.</p>			

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On-Call Executive Search Services			
NAME	Vtech Solutions Inc.		
ADDRESS	1100 H Street NW Suite 750		
	Washington, DC 20005		
Year Firm Established	2006		
Years in Business	14		
Type of Organization	Corporation		
Years providing executive search services. Provide details.	Established In 2006 by a group of professionals headquartered in Washington D.C.. Also has presence in Virginia, Maryland, Michigan, Massachusetts, Illinois, Texas and various other states. More than 14 years of experience in professional and executive staffing with extensive experience. Focuses on quality talent acquisition with contract, contract-to-hire, and direct staffing across all disciplines.		
Clients that you currently serve with this type of services:	Complete list of companies provided in the vendor's response. Several pages listed.		
References. Minimum of 5.	References provided.		
Employees			
Full Time	28		
Part Time	49		
Describe resources and capabilities:	Will review policies, methods, practices, procedures, plans, and programs regularly to ensure conformance with the City standards. Their professionals possess the ability to communicate effectively both in writing and verbally. They are responsible for the overall management of all staffing initiatives, safety, and strategic payroll administration. Lists Management approach, Job order process overview, response process, recruitment and screening methodology, candidate recruitment, staffing methodology, quality assurance. Each item in list has description listed.		
Staff Profiles:	Submitted.		

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ADDRESS		1100 H Street NW Suite 750	
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Methodology			
		<p>Account manager will review task order with Recruiting managers and SMEs and will create a skill matrix of required skills, recruitment manager will then send the details of the given task order and skill matrix to the talent acquisition team; then, the team will review the requisitions thoroughly, search for suitable candidates and will send the candidate's detail to the technical recruiting staff for screening. Afterward, if the candidates are further shortlisted based on their technical skills their details will be sent to the recruiting manager. Then, the recruiting manager and their team will interview the selected candidates, to evaluate for soft skills and interpersonal skills and successful candidate's details will be sent to the recruiting team for a reference check and for validating education & certifications. After checking references , the successful candidate's resume will be sent to their account manager and if approved it will be sent t the City's Department Manager, and if the City's department wants, they will send the candidate for interview.</p>	
Has your firm provided leadership skills development services for management level positions?		Regularly conducts training and development sessions which not only help in polishing existing skills, but also encourages to step ahead into up-skill arena. In response they have listed skill development services provided to their employees.	
Method of communication:		Will conduct regular meetings with appropriate city representatives.	

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Placement success rate and timeliness of placement. Performance warranty?	Over 95% of contract employees that start an assignment with vTech complete the project and rewarding their contract employees is one of their key objectives and operating principles to ensure collaborative relationships with their contract employees. Some elements of the employee retention are Pre Recruitment, Open Communication, Career development and progression, consult employees, on-going communication, treat people fairly, training, fringe techniques.			
Timeline:	Acknowledge and clarification of request: 8 hours Resume submit: 8 hours Candidate placement at client's facility: within 2 weeks of notification. Placement bench consultant at client's facility: within 1 week.			
Description of Deliverables:	Will be responsible for submitting resumes and coordinating with client regarding update on interviews, background check and any hiccups on account. They also have their employment assistant team who will be connected with the candidates placed at the client side. After the candidate gets on board and if they face any kind of problem he can directly contact to their EA team. If any issues arise with the account, their PS team will be responsible in order to sort out the situation.			

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Billing procedures:	Submit itemized invoices to include copies of timesheets for payment directly to the client. The invoice will indicate the full name of the temporary personnel, the agreed-upon hourly rate paid to them. They will be responsible for all payroll withholding requirements and will provide any and all benefits required by law or/and as per the agreement to each temporary personnel.		
Litigation in the past five years:	No		
Subcontractors:	No subcontractors.		
Meet insurance requirements:	Yes		
Exceptions/Alternates:	None		
Cost Proposal	Project Member	Job Classification	Hourly Rate
	Other	Unit of Measure	Rate

