

**Executive Recruitment Services for District Director  
Request for Proposal Responses**

<b>Firm Name</b>	<b>Breadth of Experience</b>	<b>Scope of Services including schedule</b>	<b>Cost of Service</b>	<b>Subcontractors</b>	<b>Insurance</b>	<b>References</b>	<b>Performance Guarantee</b>
Bob Murray & Associates Roseville, California	17 years of experience. Woman and minority owned business. Led over 50 Executive Director Searches. Firm experience with libraries: Riverside, Palos Verdes(2018) Lead: ValerieGaeta Phillips or Gary	Comprehensive scope of services. 10 phase process. 16 week detailed schedule.	\$17,500 for professional services; \$7,500 for reimbursables which includes brochure design, adversting, background checks, consultant travel.	none listed.	None noted in RFP.	Met requirement for 3 references.	12 month guarantee. ALD pays expenses.
William Avery & Associates Los Gatos, California	Firm has experience with library recruitments. Currently working with the County of Monterey. Former library recruitments: El Segundo, Long Beach, Humboldt county, Benicia, Sunnyvale, Stockton, Inglewood, Glendale, Los Gatos and Beverly Hills. Leads: Bill Avery & Paul Kimura	Comprehensive scope of servcies. 6 phase process. 13 week schedule.	\$18,900 plus \$7,000 for expenses. Initial retainer of \$7,900. Final payment upon acceptance of candidate. Expenses include advertising, clerical, supplies, printing, phone, postage, background checks & travel. Expenses billed monthly.	JP Graphics: Printing of brochures. Moore Information Services, Inc.: Background checks, criminal/civil court records, identity and degree verification.	State Farm , Employers Compensation Insurance Co. and Landmark American Insurance Co.	Met requirement for 3 references.	Will only present candidates who meet a substantial majority of the ideal qualifications. Will continue search until a successful candidate is employed. Will replace a candidate who may voluntarily resign or be terminated during first year. Will only invoice for out-of-pocket expenses.
GovHRUSA Northbrook, Illinois	9 years of experience. Assigned consultants: CEO Joellen Cademartori (lead) and Vice President and former library director Susan Brennan. Lead does not list a library recruitment in resume. Exclusively public sector.	Comprehensive scope of services. 6 phase process. 12 week schedule.	\$17,000 recruitment fee plus \$5,500 for expenses and \$2,500 for advertising.	none listed.	Acord Certificate of Liability included in proposal.	Met requirement for 3 references.	24 month guarantee upon resignation or termination. Guarantees one additional recruitment for expenses within 6 months of departure. Will not actively recruit placed employees for a period of 5 years.
Koff & Associates Berkeley, California	35 years of experience, primarily as an offsite Human Resources firm. Expanding business to include recruitments. In the HR realm the firm has worked with several libraries including Buena Park District, Placer County,Anaheim, Sonoma, Palos Verdees, Placentia. CEO Georg Krammer and Recruitment Manager Richard O'Donnell (lead) as co-project Directors. Extensive HR experience in the public sector and special districts.	Comprehensive scope of services. 4 phase process. 14 week detailed schedule.	\$18,000 not to exceed lump sum. Expenses include newspaper, Internet and journal ads, recruitment brochure set-up and printing, postage, telephone, background security and credit check, clerical support and consultant travel.	none listed.	Commercial Lines, Integro Insurance Brokers.	Extensive List. No libraries cited.	Yes. Should decision makers disapprove of final candidates and/or none pass final interview and reference, Koff will work to find a new candidate. Will conduct a 1-time additional search should incumbent leave or be terminated within 12 months of hire. Will charge for outlined reimbursables.
Susan Hildreth Walnut Creek, California	Working as an independent without connection to a executive recruitment firm. However, has extensive experience in the library profession in a variety of positions. Nationally known reputation with a lot of connections to other library professionals. Susan's experience ranges from State Librarian, Director of the Institute of Museum and Library Services, and Director positions in Seattle, San Francisco, Placer County and most recently as interim in Sonoma County.	Schedule to be determined - Flexible. Expectation of starting in April. Scope of Service not detailed.	\$16,500 inclusive of 125 hours@\$100/hour, 5 2-day trips @ \$500 each, \$1500 for advertising.	Jan Sanders, former Director of Pasadena Public Library.	Insurance "likely" through Califa Group.	Met requirement for 3 references.	None listed.