

BOARD OF DIRECTORS ACTION ITEM

Item Number: BA2022-12

Meeting Date: October 25, 2021

Item Title: Contract for Executive Search and Recruiting Services

BACKGROUND

For specific Executive Staffing needs, Trinity Metro utilizes Executive Search Firms. Trinity Metro is seeking to appoint an Executive Search Firm to assist with the hiring and recruiting of Trinity Metro's next Chief Executive Officer/President and retain this firm for other Executive placements, if necessary.

PROCUREMENT

Per Trinity Metro's procurement policy, Request for Proposal No.RFP 21-T041 for Executive Search and Recruiting Services was issued and advertised on the Trinity Metro website and through the Bonfire Electronic Solicitation Process. Eleven firms submitted proposals. Nine of the eleven submitted proposals were responsive, responsible, and in compliance with the proposal requirements. An evaluation committee reviewed the submissions and found Krauthamer & Associates, LLC the most responsive and high-scoring proposer.

Force Rank Line Up	Points
Krauthamer & Associates LLC	90
Pearson Partners International, Inc.	75
Baker Tilly US, LLP	75
David Gomez Partners	65
Career Management Partners	55
COGENT Infotech Corporation	50
Prideful & Inclusive Consulting	45
CCM Advisors, LLC	40
Perfection Staffing	5

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and complies with all applicable Federal, State, and Trinity Metro procurement requirements.

FINANCING

Funds are included in Trinity Metro's FY2022 Operating Budget through the permitted reassignment of approved funding levels from timing differences or project cost variations for operating expenditures. Consequently, approval of this Action Item should not result in a net modification of funding levels for operating expenditures in FY2022. Funds for future years of the contract will be considered in the proposed operating budgets for those years.

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RECOMMENDATION

We recommend the Trinity Metro Board of Directors authorize the President/Chief Executive Officer to award a contract to Krauthamer & Associates, LLC for Executive Search and Recruiting Services for a three (3) year term with two (2) one-year options to renew, for a total contract amount of \$375,000 over the five (5) year term.

Disposition by Board of Directors

DocuSigned by:
Tito Rodriguez

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Secretary Approval:

Oct-26-2021

DATE