

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

TO: Authority Board Members

FROM: Claude Miller   
Director of Procurement

DATE: February 5, 2015

RE: Award of Contract  
Executive Search Consultant Services  
Contract No. 001096

In accordance with the approved Procurement Policy and Procurement Procedures Manual, a Request for Proposals (RFP) to provide executive search consultant services for the new Executive Director ran in the Orlando Sentinel on January 17, 2015. Responses were received from four (4) firms by the January 29, 2015, deadline for submittal of technical proposals. Those firms were: Harris Rand Lusk; Gov HR USA; Slavin Management Consultants; Ralph Andersen & Associates. Copies of the technical proposals were distributed to the Evaluation Committee for review and scoring.

The Evaluation Committee met on February 5, 2015, to discuss the proposals and record the scores. That scoring resulted in the following ranking of the firms:

<u>Ranking</u>	<u>Firm</u>
1	Harris Rand Lusk
2	Ralph Andersen & Associates
3	Gov HR USA
4	Slavin Management Consultants

Board approval is requested to award the referenced contract to Harris Rand Lusk (HRL) for a not-to-exceed amount that will be negotiated with HRL based on a percentage of the salary range approved by the Board. Staff is recommending a contract term of one year to cover future additional services that would be required if we choose to fill upper management positions (e.g. Chief Financial Officer) using HRL. Fees for any additional services would be negotiated.

cc: Joe Berenis, Deputy Executive Director, Engineering, Operations, Construction and Maintenance  
Laura Kelley, Deputy Executive Director, Finance and Administration

**RFP-001096 Committee Meeting February 5, 2015 Minutes**

Evaluation Committee for Executive Search Consultant Services; Contract No. 001096, held a duly noticed meeting on Thursday, February 5, 2015, commencing at 9:00 a.m. in the Pelican Conference Room at the CFX Administrative Bldg., Orlando, Florida.

**Committee Members Present:**

Laura Kelley, CFX  
Bill Veach, Lake County  
Brooke Stearns, Osceola County  
Edward Bass, Seminole County

**Other Attendees:**

Robert Johnson, Manager of Procurement

**Committee Members Absent:**

Chris McCullion, City of Orlando  
Jim Harrison, Orange County

**Discussion:**

Robert commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the present committee members reviewed and executed. Robert notified the Committee that Chris McCullion would be absent from today's meeting but had previously turned in his disclosure form and scoring sheets. Robert continued explaining the RFP process and the purpose of today's meeting was to conduct a shortlisting of proposals.

General discussion ensued about the proposal submittals. Upon completion of the discussion, Committee members submitted their individual evaluation sheets to Robert who input all the scores on a summary sheet (see attached) with the following results.

<b><u>Firms</u></b>	<b><u>Ranking</u></b>
Harris Rand Lusk	1
Ralph Andersen & Associates	2
Gov HR USA	3
Slavin Management Consultants	4

Bill Veach made a motion to approve the rankings and recommend Board authorization to negotiate with Harris Rand Lusk on the Executive Search Consultant Services contract. In the event negotiations are unsuccessful, then staff would negotiate with the second ranked firm of Ralph Andersen & Associates. Brooke Stearns seconded the motion and the Committee unanimously agreed.

There being no further business to come before the Committee, the meeting was adjourned at 9:21 a.m. These minutes are considered to be the official minutes of the Evaluation Committee of its meeting held Thursday, February 5, 2015.

Submitted by:

  
Robert Johnson, Manager of Procurement

On behalf of the Evaluation Committee these minutes have been review and approved by:

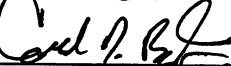
  
Laura Kelley, Deputy Executive Director of Finance and Administration

Executive Search Consulting Services; Contract No. 001096  
SUMMARY OF THE INDIVIDUAL COMMITTEE MEMBER SCORING OF THE  
FIRST THREE CRITERIA UNDER 4.2

PROPOSER	CFX Laura Kelley	Lake Bill Veach	Osceola Brooke Stearns	Seminole Edward Bass	Orlando Chris McCullion	Orange Jim Harrison	Total	Average	Ranking
GOV HR USA	75	77	90	95	70		407	81.4	3
Harris Rand Lusk	95	89	80	95	100		459	91.8	1
Ralph Andersen & Associates	85	85	85	100	95		450	90	2
Slavin Management Consultants	75	77	75	85	83		395	79	4

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