

City Librarian Recruitment

Vendor Proposal Evaluation Criteria

Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	
3. Approach for the recruitment and selection of candidates	
4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position	
5. Experience and expertise of the firm's team that will be involved in the recruitment process	
6. Proposed schedule and costs	
Total	100%

Name of Proposer: _____

Name of Evaluator: _____

Proposal Scoring Matrix						
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry						
	No Response 0	1	2	3	4	5
Does the firm have demonstrated experience in recruiting similar positions?						
Is the recruitment of similar position(s) recent?						
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment						
	No Response 0	1	2	3	4	5
Does the contractor's proposal effectively involve the commission in the development of the candidate profile?						
Does the contractor's proposal effectively involve relevant community groups in the development of the candidate profile?						
Does the contractor's proposal effectively involve stakeholder groups in the development of the candidate profile?						
3. Approach for the recruitment and selection of candidates						
	No Response 0	1	2	3	4	5
Does the firm's approach for the recruitment and selection of candidates align with your expectations?						

4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position						
	No Response 0	1	2	3	4	5
Does the firm have an understanding and awareness of the challenge in recruiting highly qualified candidates to San Francisco (a high cost city)? Does the firm understand the importance of the roles of community stakeholders? Does the firm understand the political climate in San Francisco?						
5. Experience and expertise of the firm’s team that will be involved in the recruitment process						
	No Response 0	1	2	3	4	5
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						
6. Proposed schedule and costs						
	No Response 0	1	2	3	4	5
Is the timeline for the recruitment and selection of qualified candidates reasonable? Are the costs associated with the recruitment and selection process reasonable?						