

# **ATTACHMENT B**

## **EVALUATION CRITERIA AND SCORING MATRIX**

**City Librarian Recruitment**  
**Vendor Proposal Evaluation Criteria**

<b>Proposal Evaluation Criteria and Weighting</b>	<b>Weight</b>
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>	<b>20</b>
<b>2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment</b>	<b>15</b>
<b>3. Approach for the recruitment and selection of candidates</b>	<b>15</b>
<b>4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position</b>	<b>10</b>
<b>5. Experience and expertise of the firm's team that will be involved in the recruitment process</b>	<b>20</b>
<b>6. Proposed schedule and costs</b>	<b>20</b>
<b>Total</b>	<b>100%</b>

<b>Proposal Scoring Matrix</b>						
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Does the firm have demonstrated experience in recruiting similar positions?						
Is the recruitment of similar position(s) recent?						
<b>2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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?						
<b>3. Approach for the recruitment and selection of candidates</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Does the firm's approach for the recruitment and selection of candidates follow industry best practices and will result in a diverse pool of candidates?						
<b>4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position</b>						

	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?						
<b>5. Experience and expertise of the firm’s team that will be involved in the recruitment process</b>						
	No Response 0	1	2	3	4	5
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						
<b>6. Proposed schedule and costs</b>						
	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?						

**Scoring Note:**

5=Outstanding

4=Good

3=Average

2=Poor

1=Fail