

**ATTACHMENT F**

**PANEL MEMBER SCORE SHEETS**

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



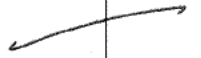
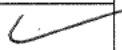
Proposal Evaluation Criteria and Weighting	Weight
1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry	20
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile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

Name of Proposer: Alliance Resource Consulting

Name of Evaluator



Proposal Scoring Matrix						
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	No Response 0	1	2	3	4	5
Does the firm have demonstrated experience in recruiting similar positions?						5
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>						
	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?				✓		
<b>3. Approach for the recruitment and selection of candidates</b>						
	No Response 0	1	2	3	4	5
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?				✓		

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?						

**Scoring Note:**

5=Outstanding  
4=Good  
3=Average  
2=Poor  
1=Fail

**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	20
2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment	15
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5. Experience and expertise of the firm's team that will be involved in the recruitment process	20
6. Proposed schedule and costs	20
Total	100%

Name of Proposer: Alliance Resource Consulting

Name of Evaluator:



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

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?	X					
5. Experience and expertise of the firm's team that will be involved in the [REDACTED] process						
	No Response 0	1	2	3	4	5
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						X
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?					X	
Are the costs associated with the recruitment and selection process reasonable?						X

**Scoring Note:**

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4=Good

3=Average

2=Poor

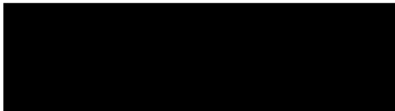
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**Vendor Proposal Evaluation Criteria**

Proposal Evaluation Criteria and Weighting	Weight
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5. Experience and expertise of the firm's team that will be involved in the recruitment process	20
6. Proposed schedule and costs	20
Total	100%

Name of Proposer: Alliance Resource Consulting

Name of Evaluator:





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

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?		X				
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?					X	
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?					X	
Are the costs associated with the recruitment and selection process reasonable?					X	

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5. Experience and expertise of the firm's team that will be involved in the recruitment process	20
6. Proposed schedule and costs	20
Total	100%

Name of Proposer: The Hawkins Company

Name of Evaluator



Proposal Scoring Matrix						
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	No Response 0	1	2	3	4	5
Does the firm have demonstrated experience in recruiting similar positions?						5
Is the recruitment of similar position(s) recent?						5
<b>2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment</b>						
	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?						✓
<b>3. Approach for the recruitment and selection of candidates</b>						
	No Response 0	1	2	3	4	5
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?						✓

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?						5
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?				✓		

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

<b>4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position</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 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?				X		
<b>5. Experience and expertise of the firm's team that will be involved in the recruitment process</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						X
<b>6. Proposed schedule and costs</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the timeline for the recruitment and selection of qualified candidates reasonable?					X	
Are the costs associated with the recruitment and selection process reasonable?				X		

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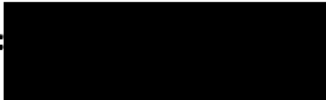




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Proposal Scoring Matrix						
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	No Response 0	1	2	3	4	5
Does the firm have demonstrated experience in recruiting similar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

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?					X	
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?					X	
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Is the timeline for the recruitment and selection of qualified candidates reasonable?				X		
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5. Experience and expertise of the firm's team that will be involved in the recruitment process	20
6. Proposed schedule and costs	20
Total	100%

Name of Proposer: Ralph Andersen & Associates

Name of Evaluator:



Proposal Scoring Matrix						
<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	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?					✓	
<b>2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment</b>						
	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?			✓			
<b>3. Approach for the recruitment and selection of candidates</b>						
	No Response 0	1	2	3	4	5
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?					✓	

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						
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Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						
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Is the timeline for the recruitment and selection of qualified candidates reasonable?						
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<b>1. Demonstrated experience in recruitment of similar positions including recent successful recruitments in the industry</b>						
	No Response 0	1	2	3	4	5
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Is the recruitment of similar position(s) recent?					X	
<b>2. Approach to involve the Commission and relevant community and stakeholder groups in the development of the candidate profile for recruitment</b>						
	No Response 0	1	2	3	4	5
Does the contractor's proposal effectively involve the commission in the development of the candidate profile?				X		
Does the contractor's proposal effectively involve relevant community groups in the development of the candidate profile?		X				
Does the contractor's proposal effectively involve stakeholder groups in the development of the candidate profile?	X					
<b>3. Approach for the recruitment and selection of candidates</b>						
	No Response 0	1	2	3	4	5
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?					X	



<b>4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position</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 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?		X				
<b>5. Experience and expertise of the firm's team that will be involved in the recruitment process</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?						X
<b>6. Proposed schedule and costs</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the timeline for the recruitment and selection of qualified candidates reasonable?					X	
Are the costs associated with the recruitment and selection process reasonable?					X	

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	No Response 0	1	2	3	4	5
Does the contractor's proposal effectively involve the commission in the development of the candidate profile?						X
Does the contractor's proposal effectively involve relevant community groups in the development of the candidate profile?				X		
Does the contractor's proposal effectively involve stakeholder groups in the development of the candidate profile?				X		
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	No Response 0	1	2	3	4	5
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?					X	

<b>4. Understanding and awareness of challenges associated with the selection of highly qualified candidates for this position</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 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?				X		
<b>5. Experience and expertise of the firm's team that will be involved in the recruitment process</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the firm assigning this recruitment process to an appropriately qualified and experienced consultant?					X	
<b>6. Proposed schedule and costs</b>						
	<b>No Response 0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Is the timeline for the recruitment and selection of qualified candidates reasonable?					X	
Are the costs associated with the recruitment and selection process reasonable?				X		

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