



**MEMORANDUM**

Date: July 19, 2018

TO: The Honorable Library Commission

CC: Kate Howard, Deputy Director, Department of Human Resources  
Ted Yamasaki, Managing Deputy Director, Department of Human Resources

FROM: Christina Brusaca, Senior Administrative Analyst, Department of Human Resources

SUBJECT: City Librarian Executive Search Recruitment Firm Selection

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**Executive Summary:**

The Department of Human Resources (DHR) in partnership with the San Francisco Public Library Commission (Commission) issued a Request for Proposals (RFP) to pre-qualified executive search firms to conduct a search for a City Librarian. The RFP is attached as Attachment A. The RFP review panel selected The Hawkins Company as the highest ranking proposer.

**Background:**

On April 16, 2018, DHR issued the RFP to six pre-qualified executive search firms to conduct a search for a City Librarian. DHR received three proposals. Proposers included: Alliance Resource Consulting, The Hawkins Company, and Ralph Andersen & Associates. Proposals are attached as Attachments C-E.

At the May 31, 2018 meeting, the Commission adopted the RFP evaluation criteria and scoring matrix (Attachment B) to be used by the RFP review panel to evaluate the three proposals.

**RFP Review Panel and Scoring:**

A three-member review panel was convened by DHR to evaluate the proposals on June 20, 2018. The panel members are identified in the table below:

Name	Title	Department
Cynthia Maltez	Recruiter	San Francisco Airport Commission
Zoe Polk	Coordinator	Human Rights Commission
Ted Yamasaki	Managing Deputy Director	Human Resources

**City Librarian Executive Search Recruitment Firm Selection**

On July 2, 2018, the panelists met and finalized their individual scores. Panel member scores are attached as Attachment F. The scores are summarized in the table below.

<b>Proposer</b>	<b>Rater Score</b>	<b>Rater Score</b>	<b>Rater Score</b>	<b>Rater Average</b>
Alliance Resource Consulting	74	77	63	<b>71</b>
The Hawkins Company	94	76	78	<b>83</b>
Ralph Andersen & Associates	67	70	74	<b>70</b>

Based on the average scores of the review panel, the highest ranking proposer was the Hawkins Company with a score of 83.

**Recommendation:** Accept the RFP review panel’s score and issue a Notice of Intent to Award a Contract with The Hawkins Company.

**Attachments:**

- Attachment A: RFP Document
- Attachment B: Evaluation Criteria and Scoring Matrix
- Attachment C: Alliance Resource Consulting Proposal
- Attachment D Hawkins Company Proposal
- Attachment E: Ralph Andersen & Associates Proposal
- Attachment F: Panel Member Score Sheets