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Executive Search Services
RFQ No. HRDX-190032-GD
April 10, 2019

ATTACHMENT C – PRICING

HRDX-190032-GD

(Submit this form with your proposal.)

Please provide your pricing structure, i.e. flat fee, percent of job salary, etc. **Please place this page in a separate envelope**, as pricing is not an aspect of the evaluation process, but will be included in the awarded contracts.

Respondent's CompanyName: Baker Tilly Virchow Krause, LLP

Contact Name: Art Davis, Director

Contact Email: art.davis@bakertilly.com

Contact Phone: 816.868.7042

6. Pricing

The all-inclusive professional fee to conduct the recruitment is provided below.

The all-inclusive professional fee includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits by the consultant.

Please Note: Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Art Davis at art.davis@bakertilly.com or via phone at 816.868.7042.

| Phase | Description of Professional Services | Fee |
|---|---|------------------|
| Phase I | Task 1 Candidate Profile Development/Advertising/Marketing <i>(includes one day on site by Recruitment Project Team Leader)</i> Task 2 Identify Quality Candidates | |
| Phase II | Task 3 Screening of Applications and Submission of Recommended Semi-Finalists to Client <i>(includes one day on site by the Recruitment Project Team Leader)</i> Task 4 Reference Checks, Background Checks and Academic Verifications | |
| Phase III | Task 5 Final Process/On-Site Interviews with Finalists <i>(includes up to two days on site by the Recruitment Project Team Leader)</i> | |
| Conclusion | Acceptance of offer by candidate | |
| TOTAL ALL-INCLUSIVE PROFESSIONAL FEE | | \$26,500* |

* All subsequent recruitments will be discounted by 10% during the course of a 12-month period.

| Optional Services for Consideration | Fee |
|--|-------------------------------------|
| On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services. | \$220 per hour plus expenses |

Triple Guarantee

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.