

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Executive Search Consulting and Related Services
RFP # 2024-019

Sealed proposals will be accepted until 2:00 PM CT, **February 29, 2024**, and then publicly opened and read aloud thereafter.

MGT of America Consulting, LLC
Legal Name of Proposing Firm

Sheena Horton Director
Contact Person for This Proposal Title

850-296-7143 SHorton@mgtconsulting.com
Contact Person Telephone Number Contact Person E-Mail Address

4320 West Kennedy Blvd., Ste 200 Tampa, FL 33609
Street Address of Principal Place of Business City/State Zip

Same as above
Mailing Address of Principal Place of Business City/State Zip

Patrick J. Dyer Vice President
Point of Contact for Contract Negotiations Title

916.502.5243 PDyer@mgtconsulting.com
Point of Contact Telephone Number Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1  #2 _____ #3 _____ #4 _____ #5 _____

NOTE: Any confidential/proprietary information must be clearly labeled as "confidential/proprietary". All proposals are subject to the Texas Public Information Act.

(Cover Sheet)

Executive Search Consulting and Related Services

NORTH CENTRAL TEXAS
COUNCIL OF
GOVERNMENTS, TEXAS

Proposal

February 29, 2024



Submitted by:

MICHELE MORAWSKI
ASSISTANT DIRECTOR, CLIENT SERVICES

630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062

224.415.3791
mmorawski@govhrusa.com





Cover Letter



February 28, 2024

Charlie Oberrender
North Central Texas Council of Governments
Purchasing Division
616 Six Flags Drive
Arlington, TX 76011

RE: PROPOSAL FOR EXECUTIVE SEARCH CONSULTING AND RELATED SERVICES

Dear Mr. Oberrender:

Thank you for the opportunity to provide you with a proposal for Executive Search Consulting and Related Services for the North Central Texas Council of Governments ("NCTCOG"). Our proposal provides NCTCOG with firm qualifications, past successes, detailed approaches to the desired service categories, and fees for those categories that exceed expectations for your associated entities. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Assistant Director, Client Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 224.415.3791 mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to the North Central Texas Council of Governments. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or mmorawski@govhrusa.com.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*





Table of Contents

COVER LETTER	0
TAB A – CAPACITY TO DELIVER	1
STATEMENT OF UNDERSTANDING	1
APPROACH	1
FIRM QUALIFICATIONS	2
FIRM CAPABILITIES	3
FIRM LOCATION	4
FIRM PROFILE	4
SOCIAL IMPACT SOLUTIONS	6
RESOURCES TO PROVIDE THE REQUIRED SERVICES	7
BEST PRACTICES	7
TAB B – DEMONSTRATED PAST SUCCESS	8
TAB C – QUALITY CONTROL	9
TAB D – TECHNICAL PROPOSAL	11
TAB D – A. PROPOSAL NARRATIVE	11
TAB D – B. PROPOSED SCOPE OF SERVICES	16
TAB E – PROPOSAL PRICING	26
TAB F – REFERENCES	27
TAB G – REQUIRED ATTACHMENTS	28



Tab A – Capacity to Deliver

We impact the communities we serve – for good.

Statement of Understanding

We understand that the North Central Texas Council of Governments (“NCTCOG”) seeks an experienced vendor or vendors to provide executive recruitment and related services to the members of its TXShare Cooperative Purchasing Program (“TXShare”). In addition to executive search and recruitment services, NCTCOG will consider proposals that include leadership assessment, succession planning, board services, interim executive staffing, and other related consulting services related to organizational design, talent strategy, leadership development, and/or any other related services designed to assist TXShare organizations align their talent strategy with their business objectives.

Approach

We treat each executive recruitment, organizational analysis, interim staffing assignment, and every other project as a transparent partnership with our client. We believe in engaging with stakeholders early in the process to fully understand the challenges and opportunities inherent in the assignment. Understanding the organizational culture and the client’s objectives are critical to a successful result. A detailed approach for our executive recruitment services is outlined below, and a more general description of each of the other services we offer is also provided. The approach for these services will be tailored to the specific objectives of each client as we develop an understanding of the client’s needs.

We do not take any exceptions to the specifications, options, or alternatives included in the request for proposal (RFP).

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- ♦ Build on our clients’ existing strengths and resources while empowering them to address present challenges.
- ♦ Assist our clients to learn about widely recognized best practices and emerging research.
- ♦ Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- ♦ Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- ♦ Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long-term.

Project Management

MGT uses proven project management methodologies — multiple practitioners have their Project Management Professional (PMP) and Prosci Change Management certifications — to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. As soon as the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the client's deadline.

Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the Project Officer, providing project status updates and holding bi-weekly status calls to provide a summary of progress and to address any risks or variances from the planned schedule.



Firm Qualifications

MGT and GovHR USA provide public management consulting services to local government clients and other public-sector entities across the country, including customized executive recruitment services, management studies, and other human resources consulting projects. Our consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. Our staff have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders. We also provide interim staffing solutions to keep operations moving during recruitment.

Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** — indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for NCTCOG. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your

community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.

- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate who is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



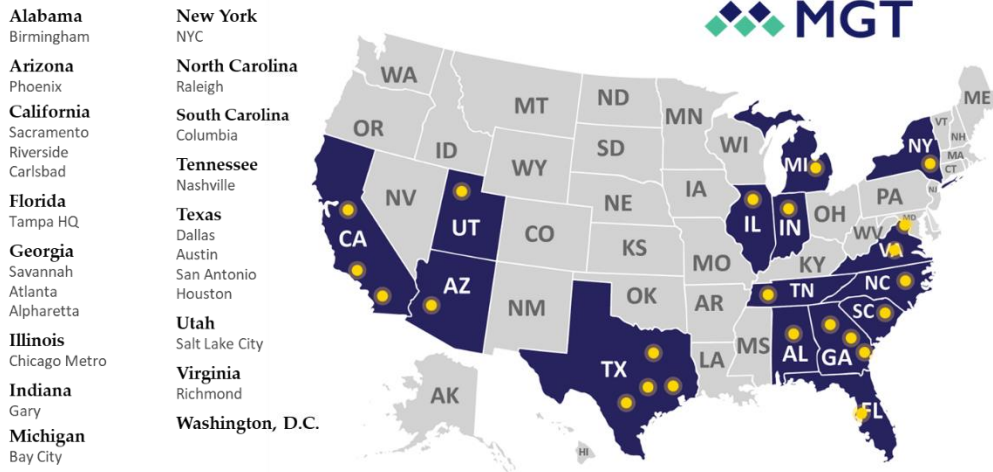
Firm Capabilities

MGT prides itself in adhering to the timelines established with the client at the outset of the recruitment or other consulting project, and we will communicate any unforeseen issues that arise during the process and how they will be resolved to keep the recruitment or project moving forward. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to member entities of the NCTCOG. The team we have designated is highly experienced with these types of engagements, and therefore requires little orientation time. MGT cross-trains staff to ensure appropriate coverage for our projects. Should any member of the team resign during the engagement, MGT is prepared to orient and assign a comparable staff member with similar expertise and skill to cover the resigned member's duties. This guarantees project continuity and ensures the deliverables remain on schedule. Our past clients will confirm our diligence in delivering our reports and other deliverables on time.

Firm Location

MGT's headquarters are located in Tampa, Florida, and GovHR's home office is in Northbrook, Illinois. Support services for our recruitments and consulting projects are provided at these two locations, but most of our consultants work remotely from their home offices located throughout the country.

NATIONAL FIRM LOCAL FOCUS



Firm Profile

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively.***

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have had prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent

MGT FIRM AT A GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 500+ consultants across the country

Structure: Privately held and client-driven

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Find out more at www.mgtconsulting.com.

combination of GovHR, our firm includes **more than 600 professionals and administrative staff** to support our clients’ success.

Part of our success is based upon our ***promise to be flexible and responsive***. We are acutely aware of the political, economic, social, and technological factors that impact today’s public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Social Impact Solutions Group responsible for leading the completion of this project.**



Social Impact Solutions

Our Social Impact Solutions team combines Financial Solutions, Education Solutions, Human Capital, Government Consulting, and Diversity, Equity, and Inclusion (DEI) to provide an integrated team with subject matter expertise and the financial acumen to help municipalities, government agencies, schools, districts, state agencies, and colleges and universities perform at their best and thrive.



Technology Solutions

Our Technology Solutions business supports state, local, education, and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security, and strategic IT professional staffing.

OUR COMMITMENT

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company’s strong social conscience and service ethic that forms the core of the MGT “Why.” MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

***Impacting
Communities.
For Good.***



Defined by Our Impact

We understand the goals of the North Central Texas Council of Governments and how this search process will ensure a diverse pool of highly qualified candidates for NCTCOG.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to ***lift and strengthen their human resources solutions.***

Social Impact Solutions

The MGT Social Impact Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Social Impact Solutions Team.

GovHR USA

GovHR USA was recently acquired by MGT, but the previous co-owners of the company and the majority of the consultants and staff are now employed by MGT. GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in December 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Some of its major executive recruitment clients include Austin, Dallas, Fort Worth, and Missouri City in Texas; Deerfield Beach and Pinellas County in Florida; Fayetteville, North Carolina; Roanoke, Virginia; San Jose, California; and Evanston, LaGrange, Peoria, and Lake County, Illinois.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Resources to Provide the Required Services

Typically, 1-2 Consultants, an Advertising Specialist, Recruitment Coordinator, and a Reference Specialist are assigned to an executive search process. The number of consultants assigned to a consulting project will depend on the scope of services and the size of the organization.

Best Practices

MGT candidate recommendations are based on a thorough review of the candidate's application documents. Candidates who meet some or all the qualification criteria for the position (outlined in the job description, stakeholder interviews, and position brochure development) will be asked to complete a questionnaire explaining their prior work experience and will meet with the MGT Consultant(s) for a live video interview with the executive recruiter who will further evaluate the candidate's experience, skills, and leadership qualities for the position as identified during the stakeholder engagement with the client. Also, supporting the executive recruiter during this process, MGT has a dedicated staff that will contact two candidate references per candidate and conduct a thorough internet and social media search.

Upon conclusion of the above, qualified candidates will be presented to the client during a meeting with MGT consultant(s) who will provide a frank and honest assessment of the candidates.



Tab B – Demonstrated Past Success

Incomparable Consulting Expertise.

Unparalleled Expertise and Level of Service. With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.

MGT's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments**, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders. A complete list of executive recruitment clients is available on GovHR's website at www.govhrusa.com.

Below is a list of several of the successful recruitments GovHR has consulted in the past five years. Contact information for each of these clients is included in Tab F, References.

PINELLAS COUNTY, FL

Chief Human Resources Officer (2024)
Financial Manager, Utilities Department - Professional Outreach (2023)
Director of Building & Development Review Services (2022)
Director of Office Management and Budget (2021)
Human Resources Director (2020)
Assistant County Administrator (2020)
Deputy County Administrator (2019)

CENTRE REGION COUNCIL OF GOVERNMENTS, PA

Finance Director (2023)
Executive Director (2020)

FERGUSON TOWNSHIP, PA

Human Resources Director - Professional Outreach (2023)
Chief of Police (2022)
Township Manager (2022)
Chief of Police (2017)

DALLAS, TX

Director of Planning & Urban Design (in process, 2024)
Director of Housing & Neighborhood Revitalization (in process, 2024)
Auto Impound and Property Unit Administrator (2023)
Deputy Building Official (2023)
City Auditor (2018)

MCKINNEY, TX

Human Resources Director (2023)
Assistant City Manager (2019)



MGT: EXPERTS IN COMPENSATION

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

*- Lisa Davidson
Director of Human Resources
York County, SC*

Tab C – Quality Control

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. We are respected and experienced leaders in management consulting who equip our clients with innovative solutions so they can better serve their agency, interested parties, and community. MGT has delivered over 30,000 projects over our 49+ years of service. Many of our consultants are experienced and certified in trainings that our clients value most in Human Capital solutions, including Society of Human Resources Management (SHRM-CP/SCP), Project Management Professional (PMP), and Prosci Certified Change Management Practitioners (CCMP).

SUBJECT MATTER EXPERTS & QUALITY CONTROL LEADERSHIP



Brandon Ledford, SHRM-SCP, CCMP, PMP
bledford@mgtconsulting.com

Mr. Ledford is responsible for driving the growth and execution of MGT's human capital and resource consulting services, which includes classification and compensation/salary studies, policy and procedure development, organizational reviews, and best practice research. For over ten years, he has assisted global clients in all industries with human capital, public policy, management consulting, revenue performance management, strategy, business transformation, data analytics, and strategic communications. Mr. Ledford is a certified Project Management Professional (PMP), Change Management Professional (CCMP), and a Society of Human Resources Management Senior Certified Professional (SHRM-SCP)



Sheena Horton, PMP, CCMP
shorton@mgtconsulting.com

Ms. Horton is a certified Project Management Professional (PMP) and Prosci Change Management Practitioner (CCMP) with over 17 years of experience in evaluation, and 14 years of experience in management consulting and conducting classification and compensation studies. Ms. Horton provides project management and business development for human capital projects and has significant experience conducting classification and compensation studies, program/performance evaluations, needs assessments, quality assurance and efficiency reviews, market research, organizational reviews, program/service realignments, policy development, strategic planning, and business process analyses.

Typically, the executive recruitment process has a team of the Consultant(s), an Advertising Specialist, a Recruitment Coordinator, and a Reference Specialist. The number of consultants assigned to a recruitment (or a consulting project) will depend on the scope of services and the size of the organization. Additional technology includes: Applicant Tracking System, LinkedIn Search Engine, Local Government Search Engine for candidate contacts, email blast, and GovHRjobs.com job board with

17,000 views per month. MGT/GovHR also utilizes a variety of technology to support HR projects, including Qualtrics for survey administration and Salary.com CompAnalyst for job market pricing.

Project quality control is a crucial aspect of project management that focuses on ensuring deliverables meet predefined standards and expectations. MGT/GovHR conducts regular monitoring and checks of deliverables to verify that the project deliverables meet the specifications set at the start of a project and to identify and rectify any discrepancies or quality concerns. We adhere to several key steps in our projects to ensure the quality of deliverables developed meet both the client's and MGT's standards of excellence for all final products.

1. **MGT defines quality standards and deliverable specifications at the beginning of each project engagement** with clients to ensure mutual understanding of expected outcomes and to solidify a quality control process in our methodologies that follow our client's requirements for project success. These standards become the benchmark against which the project's deliverables will be evaluated for correctness, quality, and completion.
2. **MGT develops and tailors a quality control plan** that outlines the procedures and processes for monitoring and verifying a project's deliverables for quality and compliance. This includes instilling checkpoints for MGT's project team to conduct secondary reviews of processes and deliverables to ensure our team's actions and outcomes are in alignment with the standards and specifications agreed upon with our client at the beginning of the project.
3. **Implementing and following the quality control plan by conducting inspections of processes and deliverables** created ensures that each component of the study engagement meets the defined quality standards and expected outcomes. If any issues are identified, we will revisit project activities, rework deliverables, or adjusting processes to address the issues as needed.
4. MGT also **documents and communicates throughout our project engagements regarding any issues**, ensuring transparency into the project's processes, quality, and status.

These key steps ensure high quality outcomes that meet and exceed the expectations of our clients.



Tab D – Technical Proposal

Tab D – A. Proposal Narrative

Demonstrated Understanding

a. Demonstrate a clear understanding of the project by providing a concise description of how You propose to provide the services identified in this RFP.

MGT/GovHR understands that NCTCOG would like to engage the services of an experienced vendor to enter into a Master Services Agreement to utilize via TXShare Cooperative Purchasing Program. Some services could also include, but are not limited to, executive search and recruitment, leadership assessment, succession planning, board services, interim executives, and other related ancillary consulting services.

EXECUTIVE RECRUITMENT PROJECT UNDERSTANDING

GovHR understands that NCTCOG wants to engage the services of an experienced executive recruitment firm to assist its clients in conducting nationwide executive recruitments of executive positions, various mid to high level management positions, and/or difficult to recruit specialized positions. The recruitment firm will meet with the client's designated stakeholders to gather input regarding ideal candidates for the position, and will work in conjunction with identified Stakeholders to develop a recruitment strategy and timeline; conduct a nationwide search through appropriate advertising, outreach, and other connections; conduct background screenings, resume reviews, and reference checks of potential candidates; recommend candidates and assist with interviews; and assist in negotiations and job offer to the most qualified candidate.

b. Provide a detailed description of proposed services.

MGT has included the following services in this proposal:

#1: Executive Search & Recruitment Services (Full Scope Recruitment)

#1b: Limited Scope Recruitment option

#1c: Virtual Recruitment option

#1d: Professional Outreach Services Recruitment option

#2: Leadership Assessment

#3: Succession Planning

#4: Board Services

#5: Interim Executives

#6 Other Related Consulting Services

- Classification and Compensation Studies
- Organizational Assessments
- Workforce Planning and Analytics
- Diversity, Equity, and Inclusion Consulting
- Strategic Planning
- Performance Management Consulting
- Workplace Climate Assessment
- Assessment Centers
- Temp/Temp-to-Hire/Direct Hire/Outsourced Staffing

c. Provide a detailed description of the firm’s approach to overall project management, allocation of resources, and integration of all activities potentially required by the Scope of Work.

MGT uses proven project management methodologies — multiple practitioners have their PMP and Prosci Change Management certifications — to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing weekly project status reports. As soon as the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet client deadlines.



Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the established project officer, providing project status updates to provide a summary of progress and to address any risks or variances from the planned schedule.

Proper resource allocation involves thoroughly assessing project requirements and team capabilities to ensure optimal use and allocation of resources. MGT prioritizes project tasks based on importance and urgency, considering both short-term goals and long-term objectives. Regular monitoring, feedback, and adjustments are critical to adapt to changing circumstances and to ensure efficient resource utilization throughout the project lifecycle. Effective collaboration also enhances communication among MGT and our client’s team members, promoting a shared understanding of goals and responsibilities, ultimately improving efficiency, and reducing the likelihood of misunderstandings. MGT views collaboration as crucial factor in the success of projects as it fosters diverse perspectives and expertise, leading to innovative solutions and better decision-making that are tailored to the unique circumstances and needs of our clients.

d. Provide details describing lines of authority and responsibility, and how your firm will respond proactively to problems and changes to the Scope of Work.

The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients similar to member entities of NCTCOG. The team we have designated is highly experienced with this type of engagement and therefore requires little orientation time. We also have in place well-versed leadership and lines of authority to our Quality Control (QC) leaders for elevation of any issues that may arise. Through our proven project management processes with open and frequent planning and

communication, our staff can anticipate changes and perform mitigation early with clients, keeping risks and costs down.

e. A description of how your firm intends to interact with the Customer during the engagement.

Our clients are informed of the progress of their recruitment throughout the entire process and can also schedule regular updates based on the client's preference. We are always available by mobile phone or email should clients have a question or need information about recruitment. We hold regular status updates with clients and seek input to guide project processes to ensure the goals and outcomes are in alignment with our client's expectations for the project. We understand that our clients have full-time schedules and responsibilities, therefore, we focus on efficiency in data collection and input to minimize interruption to our client's daily schedules while ensuring we have the data necessary for a successful project engagement.

f. A description of how your firm intends to source highly qualified candidates.

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ MGT will develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities related to the position.

The database will range from several hundred to thousands of names. An email campaign or personal outreach will be used to contact each potential candidate.

g. A description of how your firm intends to screen internal and external candidates.

MGT is sensitive to the special circumstances of internal candidates. They are putting themselves forward for evaluation and may not be successful. In addition, they will likely continue to work in the organization, often closely with the newly appointed leader. MGT's approach is to treat each internal candidate with the same respect and consideration as external candidates. Qualified internal candidates are given the same opportunity to showcase their skills and abilities as external candidates. We present their credentials to the hiring authority as thoroughly as we would an external candidate and provide our assessment of their abilities as we would external candidates. If an internal candidate is not selected at any point in the process, we work with the hiring authority to convey this decision in a thoughtful, considerate manner. In addition, we are available to provide the internal candidate with our advice and counsel on professional development that will help them be prepared for the next step in their career, should the candidate desire this feedback.

h. A description of how your firm intends to check references and backgrounds.

Internet Search

- ◆ Extensive internet and social media search on qualified candidates
- ◆ News media search

References

- ◆ Two professional references will be contacted when candidate is selected to move forward.

- ◆ Two additional references are contacted when candidate is selected for an in-person interview

Background Screening

- ◆ Enhanced Verified National Criminal
- ◆ National Sex Offender registry
- ◆ Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol
- ◆ Office of Foreign Assets Control (OFAC) Terrorist Database Search
- ◆ Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA)
- ◆ All felonies and misdemeanors reported to the national database
- ◆ Social security trace and address history
- ◆ All alias names run back through the national database
- ◆ Social security verification and address history
- ◆ Search includes unlimited County and/or Statewide Criminal records (felony and misdemeanor) to include all jurisdictions where the applicant and the social security number search have reported residing within the last 10 years (number of years will vary per State laws).
- ◆ U.S. Federal criminal search
- ◆ Civil search
- ◆ County civil and US Federal Civil (National)
- ◆ Bankruptcy, liens, and judgements
- ◆ Motor vehicle record
- ◆ Education
 - All college degrees verified
- ◆ Credit report (optional, based on position responsibilities and applicable Fair Credit Reporting Act [FCRA] laws).
 - TransUnion Credit Report with score
- ◆ Professional license verification (optional)
- ◆ Employment verification (optional)
- ◆ Drug, alcohol, and health screening (optional)
 - Five panel drug test, 10 panel drug test, 10 panel drug test and alcohol (select one), or titers (optional)

i. A description of how your firm intends to advertise this position.

- ◆ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - Social media: LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.

Invoicing Process

3. Describe your invoicing process. Is payment by credit card accepted? Progress payments? Is a deposit required?

At the time of proposal, MGT is unable to accept payment by Credit Card. Our standard billing for a Full Scope Recruitment process is as follows:

- ♦ 1st Invoice: Contract Award (40% of the Recruitment Fee).
- ♦ 2nd Invoice: presentation of candidates (40% of the recruitment fee & expenses incurred to date).
- ♦ Final Invoice: completion of recruitment (20% of the recruitment fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt. Payment terms for other options included in this proposal will be determined at time of request.

Categories

4. Review the pricing categories identified in Exhibit 1 of this RFP. Are there any category items that You cannot offer, or are there additional optional pricing categories that You wish to offer for consideration?

We have outlined our proposal to offer services for all the category items. There are no additional optional pricing categories we wish to offer for consideration. Pricing for other categories is contingent on the selected service and scope of work, which will vary by member entity.

Contact Person

5. Designate and provide names of specific contact person(s) for the following phases: (1) proposal evaluation process (2) contracting process (3) contract administration (primary point of contact for receiving orders from participating agencies).

1. **Proposal evaluation process** – Judy Schmittgens, Proposal & Compliance Manager
jschmittgens@govhrusa.com
2. **Contracting process** – John Carozza, Director, Contract Operations
contracts@mgtconsulting.com
3. **Contract administration** – Michele Morawski, Asst. Client Services Director
mmorawski@govhrusa.com

Tab D – B. Proposed Scope of Services

Service Category #1: Executive Search & Recruitment Services

OPTION 1A. FULL SCOPE RECRUITMENT PROCESS

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

PROPOSED WORK PLAN

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the client.
- ◆ Community forums (in-person or via video) can be used to gather input and feedback.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for client review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Interviews & Brochure Development														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Background Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interview Process & Additional Background Screening														
Phase 6: Appointment of Candidate														

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ♦ MGT consultants will personally identify and contact potential candidates.
- ♦ Develop a database of potential candidates from across the country unique to the position and to the client, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ♦ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the client with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ♦ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ♦ Candidates will be narrowed down to those that meet the qualification criteria.
- ♦ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each candidate selected for further consideration.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each candidate considered for further consideration.

All résumés will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the client's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ♦ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ♦ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that credentials are presented in a uniform way.
- ♦ The client will receive a log of all applicants and may review résumés if requested.
- ♦ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the client to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ♦ Develop the first and second round interview questions for client review and comment.
- ♦ Coordinate candidate travel and accommodations.

- ◆ Provide client with an electronic file that includes:
 - Candidates’ credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING	
<ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists FBI, DEA, ATF, Interpol – OFAC Terrorist Database Search – OIG, GSA, SAM, FDA – All felonies and misdemeanors reported to the National Database 	<ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Leans, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of client facilities.
- ◆ Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

OUR GUARANTEE – FULL SCOPE RECRUITMENT

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the client.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

OPTION 1B: LIMITED SCOPE RECRUITMENT SERVICES

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ♦ Meet with employees and other stakeholders.
- ♦ Develop a Recruitment Flyer for the position.
- ♦ Develop and place position announcements on websites and on social media outlets.
- ♦ Conduct outreach for candidates via personal and electronic contacts (up to six hours).
- ♦ Review all resumes.
- ♦ Conduct video interviews.
- ♦ Complete references for select candidates.
- ♦ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ♦ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ♦ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- ♦ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the client is unsuccessful in hiring someone from the group of recommended candidates.
- ♦ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the client.

OPTION 1C: VIRTUAL RECRUITMENT

MGT offers a condensed process called a “Virtual Recruitment” with services that include the following:

- ◆ Telephone or video conference regarding the position and the recruitment process.
- ◆ Review of position job description and any prior position announcements.
- ◆ Preparation of a position announcement for client review and approval.
- ◆ Posting of position announcement on MGT’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- ◆ Distribution of position announcement to relevant professional network contacts via direct email or telephone (up to six hours)
- ◆ Preparation of matrix for client review and approval that identifies key position requirements with which to evaluate candidates.
- ◆ Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

OPTION 1D: PROFESSIONAL OUTREACH SERVICES RECRUITMENT

MGT offers Professional Outreach to assist our clients with their recruitment process. Proposed services will include the following:

- ◆ Telephone or Video conference regarding the position and the recruitment process.
- ◆ Review of position job description and any prior position announcements.
- ◆ Preparation of a position announcement for client review and approval.
- ◆ Posting of position announcement on MGT’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- ◆ Distribution of position announcement to relevant professional network contacts via direct email or telephone (up to three hours).
- ◆ Notification to all candidates that the recruitment process is being turned over to the client.

Service Category #2: Leadership Assessment

360-degree leadership assessments provide a comprehensive view of a leader's effectiveness by collecting feedback from peers, subordinates, and superiors, fostering self-awareness, and promoting targeted development. This holistic approach enhances leadership skills, encourages accountability, and ultimately contributes to organizational growth and success. MGT offers a 360° performance evaluation for Leaders within your organization. This evaluation will include seeking feedback from both elected officials (if applicable) and department directors, along with any other stakeholder the client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.

Service Category #3: Succession Planning

Succession planning ensures organizational continuity by identifying and developing internal talent to fill key leadership roles, minimizing disruptions, and promoting long-term stability. MGT offers comprehensive succession planning services aimed at assisting local governments in preparing for future leadership needs and ensuring organizational continuity. Our approach encompasses several key components tailored to the specific requirements of each client:

- ♦ **Data Gathering and Needs Assessment:** Throughout the process we conduct a thorough assessment of the organization or department's current leadership structure, talent pool, and anticipated future needs. Working with the organization, key/mission-critical positions are identified for which a succession planning strategy is intended to target. GovHR will analyze the provided data to understand the department's current workforce demographics, staffing levels, turnover rates, and potential succession risks.
- ♦ **Talent Identification and Development:** Utilizing a combination of surveys, interviews, and talent assessment tools, high-potential employees are identified within the organization who demonstrate the skills and capabilities necessary for future leadership roles. Development plans are created for employees identified as potential future advancement. These plans will outline specific goals, training opportunities, and development initiatives to prepare employees for the identified future roles.
- ♦ **Succession Planning Strategy:** Based on our assessment findings, we collaborate with clients to develop a comprehensive succession planning strategy. This includes establishing talent pools, creating clear pathways for career progression, and recommending leadership or supervisory development programs to ensure a steady pipeline of qualified candidates for key positions.
- ♦ **Knowledge Transfer and Institutional Memory Preservation:** We recognize the importance of preserving institutional knowledge and expertise, particularly in the face of retirements or resignations. Our approach includes developing strategies for knowledge transfer and mentorship to ensure smooth transitions and continuity of operations.
- ♦ **Change Management and Implementation Support:** We provide ongoing support throughout the implementation of the succession planning strategy, including change management guidance, training for managers and employees, and monitoring and evaluation of progress.
- ♦ **Continuous Improvement and Adaptation:** Succession planning is an ongoing process that requires regular review and adaptation to changing organizational needs and external factors. We work closely with clients to continuously refine and improve their succession planning efforts, ensuring they remain responsive to evolving challenges and opportunities.

Overall, MGT's succession planning services are designed to equip local governments with the tools, strategies, and support necessary to proactively manage leadership transitions and ensure long-term organizational sustainability and success.

Service Category #4: Board Services

MGT can assist in recruiting and evaluating candidates for organizational service board positions, such as Parks Board, Board of Adjustment, Planning & Zoning Board, etc., to help ensure a diverse and effective board composition.

Services to be provided:

- ♦ Develop a Talent Bank form for communities to use to solicit candidates to serve on organizational board positions. Form will include general candidate information, desired area of service, and credentials to serve on chosen board(s).
- ♦ Develop a recruitment strategy and work with jurisdiction to solicit candidates.
 - Develop a Matrix to determine how closely candidate backgrounds and credentials align to the charge of the particular board.
 - Provide Matrix to jurisdictions with recommendations for those to be considered for positions.

Service Category #5: Interim Executives

The interim staffing line of service, MGT/GovTemps, provides short, long-term, and project-based staffing solutions exclusively to local governments. MGT/GovTemps has assisted more than 250 local governments in 23 states with filling over 800 different positions.

MGT/GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/Chief Financial Officers (CFOs), Fire Chiefs, Human Resources (HR) Professionals, Information Technology (IT) Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.

Upon notification from an agency that needs to fill a short, long-term, or project-based position, MGT/GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, MGT/GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, MGT/GovTemps and the jurisdiction will enter into an employee leasing agreement.

By partnering with MGT/GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. MGT/GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance, and professional liability insurance on all its employees.

Service Category #6: Other Related Consulting Services

MGT has experience in a wide breadth of consulting services that can assist organizations in aligning their talent strategy with their business objectives. These services include:

- ♦ **Classification and Compensation Studies:** MGT and GovHR have conducted hundreds of classification and compensation studies for municipalities, cities, counties, states, school districts, higher education institutions, and non-profits throughout the country. These studies include an evaluation of the client's overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. MGT can assist clients to ensure that a properly developed and administered Compensation Plan is in place that is both fair and competitive, enabling the client to both recruit and retain qualified employees.
- ♦ **Organizational Assessments:** Conducting a comprehensive review of an organization or department's structure, operations, and workforce to identify areas of strength, opportunities for improvement, and strategic priorities. This assessment aims to provide valuable insights and recommendations to enhance organizational effectiveness, efficiency, and alignment with strategic goals.
- ♦ **Workforce Planning and Analytics:** Assisting organizations in analyzing workforce data and trends to forecast future talent needs, identify skill gaps, and develop workforce plans aligned with business objectives. This could involve workforce demographic analysis, skills inventory assessments, and scenario planning to anticipate and address future talent requirements.
- ♦ **Diversity, Equity, and Inclusion (DEI) Consulting:** Supporting organizations in creating inclusive and equitable workplaces by providing DEI training, conducting assessments of diversity and inclusion practices, and developing DEI strategies and action plans to foster diversity, equity, and inclusion at all levels of the organization.
- ♦ **Strategic Planning:** MGT designs a tailored approach and can address the needs of both executive leadership and at the departmental or work group level. At the executive and elected official level, our strategic planning services aim to facilitate the establishment of overarching organizational priorities and long-term objectives. Additionally, our strategic planning engagements can also be conducted at the departmental level, where we assist in aligning departmental plans with broader organizational strategies and priorities.
- ♦ **Performance Management Consulting:** Helping organizations design and implement effective performance management systems and processes to set clear expectations, provide regular feedback, and support employee development and growth. This could include performance appraisal system design, training for managers on performance feedback and coaching, and alignment of performance goals with organizational objectives. This area also includes facilitation of performance management **reviews of Chief Administrative Officers with their elected or appointed boards/councils.**
- ♦ **Workplace Climate Assessment:** MGT partners with subcontractor Local Government Workplace Initiative at the University of North Carolina at Chapel Hill to offer a deep dive into an organization's workplace climate, helping an organization listen to its employees about their workplace and how it can be improved. The process features an online workplace climate survey using a standardized survey instrument that also allows for organizational customization. The final report includes useful data and recommendations for organizational improvements that can assist an organization in retaining and developing its current and future employees.
- ♦ **Assessment Centers:** As part of the selection process in executive recruitments, MGT can perform an Assessment Center for candidates selected for interview. An Assessment Center is a

TAB D – TECHNICAL PROPOSAL

useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- ♦ In-Basket Exercise
- ♦ Written/Oral Presentation Exercise
- ♦ Leaderless Group Exercise
- ♦ Structured Interview
- ♦ Budget Analysis Exercise
- ♦ Personnel Issues Exercise
- ♦ Other exercise of the client's choosing

MGT will assist the client in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. In addition to the fee charged for the assessment center, the client will be responsible for paying a stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

- ♦ **Temp/Temp-to-Hire/Direct Hire/Outsourced Staffing:** In addition to Interim placements that we offer in category #5, we offer Temporary Staffing and Temp-to-Hire Staffing, along with Outsourced Placements for all levels of the client's organization. Please see Category #5 for more details.



Tab E – Proposal Pricing

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Our current pricing for full-scope recruitments in 2024 ranges from \$21,500 to \$26,500, based upon client population size and other factors, plus advertising, outreach expenses, and travel. We anticipate an increase in our standard fee each calendar year.

We will offer a discount of 5% off the fee (maximum discount \$2,000 per recruitment), with an additional discount for repeat business with the same client.

Pricing for the services offered in the remaining categories (#2 through #6) varies based on the scope of services requested. Discounts will be considered at the time the scope is defined.

Staffing Hourly Rates

Our fee schedule by hourly rates is provided below.

Subject Matter Expert / Lead	Consultant	Analyst	Advisor
\$322	\$225	\$132	\$225



Tab F – References

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT's GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

PINELLAS COUNTY, FL

Barry Burton, County Administrator
315 Court Street
Clearwater, FL 33756
P: (727) 464-3485
E: bburton@pinellascounty.org

CENTRE REGION COUNCIL OF GOVERNMENTS, PA

Rebecca Petitt, Human Resources Director
2643 Gateway Drive
State College, PA 16801
P: (814) 272-1447
E: rpitt@crcog.net

FERGUSON TOWNSHIP, PA

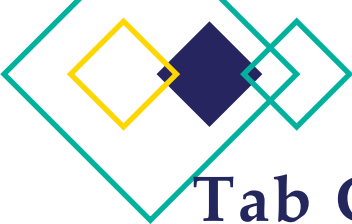
Centrice Martin, Township Manager
3147 Research Drive
State College, PA 16801
P: (814) 238-4651
E: cmartin@twp.ferguson.pa.us

DALLAS, TX

Majed Al-Ghafry, Assistant City Manager
1500 Marilla St.
Dallas, TX 75201
P: (214) 670-5365
E: majed.al-ghafry@dallas.gov

MCKINNEY, TX

Paul Grimes, City Manager
222 N. Tennessee St.
McKinney, TX 75069
P: (972) 547-7500
E: citymgr@mckinneytexas.org



Tab G – Required Attachments

EXHIBIT 1: DESCRIPTION OF DESIRED SERVICE CATEGORIES FOR PROPOSED PRICING

EXHIBIT 1 DESCRIPTION OF DESIRED SERVICE CATEGORIES AND PROPOSED PRICING

You should furnish a proposal that contains pricing for the services they wish to offer, choosing from the list below. You are not required to provide all service categories.

Service Categories #1-6.

Please provide a descriptive list of the various types of consulting services necessary you wish to offer as described in Section 4 along with the either fixed hourly rates or fixed percentage discount off your rates. These are the services and rates that your firm would use to calculate a lump sum project cost with a client. There may be as many Rate Classifications as you deem necessary. You may attach additional pages as needed.

In addition, you may wish to provide optional or ancillary services, that may not be ordinarily used in every executive search consult but may be of interest to your potential Customer.

Please see our proposed service categories shown previously in Tab D-A and D-B and associated pricing, shown in Tab E.

EXHIBIT 2: SAMPLE MARKET BASKET FORM**EXHIBIT 2
SAMPLE MARKET BASKET FORM**

This form will be used for **evaluation purposes only**. It is hypothetical in nature and in no way relates to a project that will be awarded under this RFP. Its purpose is an exercise to get a cost estimate from proposing firms for a project of similar nature.

Please use the information below to complete this section. The following specifications are derived from a hypothetical customer. You should use the information below, and the category pricing proposed to establish an approximate project cost for evaluation purposes.

Hypothetical Project cost \$ 24,000

Proposal for Hypothetical Executive Search for the City of Whoville, USABackground

- A. The awarded Contractor shall solicit candidates for the new City Manager for the City of Whoville. The Contractor shall screen candidates based on the qualities, experience, and expertise specified by the City of Whoville, USA. The successful executive recruiter may be asked by the City to make a recommendation regarding the candidate or candidates being considered for appointment. Whoville is required to comply with its state and federal employment laws and the recruitment process must be conducted in accordance with the same.
- B. The successful executive recruiter shall provide the following services:
 1. Development of Candidate Profile: Consult with the Whoville, in small groups and/or individually, to develop/determine the profile (background, education, training, experience, knowledge, skills, abilities, management style and other appropriate characteristics) desired of the individual to be selected as new City Manager.
 2. Develop a recruitment brochure prior to starting the recruitment, providing information and photos about Whoville.
 3. Recruitment Strategy: Develop a strategy for carrying out the recruitment, including outreach to highly qualified candidates who might not otherwise express an interest, whether currently employed or not. Recruitment strategy shall include networking with the ICMA and any other pertinent networks or organizations deemed appropriate by the recruiter to find candidates with the requisite skills and experience identified and desired by the Board.
 4. Source Highly Qualified Candidates: Identify and directly source top candidates through personal contacts, networking and referrals, strategic online and print advertising and other aggressive means to attract a highly qualified and diverse candidate pool.
 5. Preliminary Screening of Candidates: Evaluate resumes and supplementary materials submitted by applicants and provide a preliminary assessment of the candidate pool, including recommendations on the most highly qualified candidates to advance as semi-finalists. In conjunction with Whoville representatives, conduct interviews and other assessments (i.e. supplemental questionnaires, testing, phone interviews, video conference, face-to-face [as feasible], etc.) with the semi-finalist group to recommend the top candidates who will then be invited to participate as finalists. Prepare and provide detailed profile packets for each finalist to the City representatives. Communicate with all candidates as to their status in a timely and professional manner.
 6. Candidate Reference Checks: Conduct preliminary reference checks on the finalists and in-depth reference and background checks on the Board's "short-list" of finalist candidates. Background checks of finalists shall include, but not be limited to verification of educational background, conducting criminal, financial, local newspaper, online profiles, and civil litigation checks. In the event politically

TAB G – REQUIRED ATTACHMENTS

sensitive or potentially embarrassing issues arise in a candidate's background, the recruiter shall conduct in-depth interviews with the appropriate parties to clarify the event so that the matter can be fully disclosed and described to the Whoville representatives.

7. Communication with the City: Provide written bi-weekly activity reports summarizing and detailing the progress of the recruitment effort. Recruiter shall respond immediately to all inquiries from Whoville related to the progress of this recruitment effort.

EXHIBIT 3: SERVICE AREA DESIGNATION FORMS**EXHIBIT 3
SERVICE DESIGNATION AREAS**

Texas Service Area Designation or Identification			
Proposing Firm Name:	MGT of America Consulting, LLC		
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Will service the entire state of Texas Yes </div> <div style="width: 48%;"> Will not service the entire state of Texas </div> </div>		
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands- Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

TAB G – REQUIRED ATTACHMENTS

(Exhibit 3 continued)

Nationwide Service Area Designation or Identification Form							
Proposing Firm Name:	MGT of America Consulting, LLC						
Notes:	<p>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</p> <table border="1"> <tr> <td>Will service all fifty (50) states</td> <td>Will not service fifty (50) states</td> </tr> <tr> <td>Yes</td> <td></td> </tr> </table> <p>If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.</p> <p>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or city in a State, then indicate as such in the appropriate column box.</p>			Will service all fifty (50) states	Will not service fifty (50) states	Yes	
Will service all fifty (50) states	Will not service fifty (50) states						
Yes							
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area				
1.	Alabama						
2.	Alaska						
3.	Arizona						
4.	Arkansas						
5.	California						
6.	Colorado						
7.	Connecticut						
8.	Delaware						
9.	Florida						
10.	Georgia						
11.	Hawaii						
12.	Idaho						
13.	Illinois						
14.	Indiana						
15.	Iowa						
16.	Kansas						
17.	Kentucky						
18.	Louisiana						
19.	Maine						

TAB G – REQUIRED ATTACHMENTS

20.	Maryland		
21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

ATTACHMENT I: INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL

ATTACHMENT I: INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL

REQUIRED ATTACHMENT CHECKLIST

This checklist is provided as a courtesy to responding firms. Please utilize this checklist to ensure that all required attachments are included with your proposal. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “**NOT APPLICABLE**” AND SUBMIT WITH THE PROPOSAL. FAILURE TO SUBMIT **ALL REQUIRED DOCUMENTS** MAY NEGATIVELY IMPACT YOUR EVALUATION SCORE.

- ☒ Cover Sheet
- ☒ Exhibit 1: Description of Desired Service Categories for Proposed Pricing
- ☒ Exhibit 2: Sample Market Basket Form
- ☒ Exhibit 3: Service Area Designation Forms
- ☒ Attachment I: Instructions for Proposals Compliance and Submittal
- ☒ Attachment II: Certification of Offeror
- ☒ Attachment III: Certification Regarding Debarment
- ☒ Attachment IV: Restrictions on Lobbying
- ☒ Attachment V: Drug-Free Workplace Certification
- ☒ Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- ☒ Attachment VII: Certification of Fair Business Practices
- ☒ Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- ☒ Attachment IX: Historically Underutilized Businesses, Minority Or Women-Owned Or Disadvantaged Business Enterprises
- ☒ Attachment X: Federal and State of Texas Required Procurement Provisions
- ☒ Attachment XI: Conflict of Interest Questionnaire

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification. You recognize that all proposals must be submitted electronically through PublicPurchase.com by the RFP due date and time. All other forms of submissions will be deemed nonresponsive and will not be opened or considered.

Acknowledgment of Insurance Requirements

By signing its submission, you acknowledges that it has read and understands the insurance requirements for the submission. You also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the your proposals. The insurance requirements are outlined in Section 6.4.

MGT of America Consulting, LLC
Name of Organization/Contractor

Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

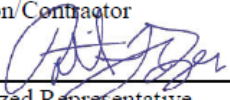
ATTACHMENT II: CERTIFICATION OF OFFEROR

**ATTACHMENT II:
CERTIFICATIONS OF OFFEROR**

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I agree that failure to submit all requested information may result in rejection of this proposal as non-responsive. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, Patrick J. Dyer (typed or printed name) certify that I am the Vice President (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as you and you herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said Offeror by authority of its governing body.

MGT of America Consulting, LLC
Name of Organization/Contractor


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

ATTACHMENT III: CERTIFICATION REGARDING DEBARMENT

ATTACHMENT III: CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

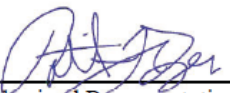
The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

MGT of America Consulting, LLC
Name of Organization/Contractor(s):

DFMG MG WKL9
SAM.GOV Unique Identity ID:


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

(Attachment continued on next page)

TAB G – REQUIRED ATTACHMENTS

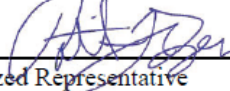
(Attachment IV: Cont.)

**LOBBYING CERTIFICATION
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

MGT of America Consulting, LLC
Name of Organization/Contractor


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

**ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION**

The MGT of America Consulting, LLC (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the MGT of America Consulting, LLC (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

MGT of America Consulting, LLC

Name of Organization/Contractor


Signature of Authorized Representative

Patrick J. Dyer, Vice President

Printed/Typed Name and Title of Authorized Representative

02/27/2024

Date

ATTACHMENT VI: CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST

**ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

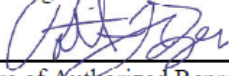
The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

MGT of America Consulting, LLC

Name of Organization/Contractor



Signature of Authorized Representative:

Patrick J. Dyer, Vice President

Printed/Typed Name and Title of Authorized Representative

02/27/2024

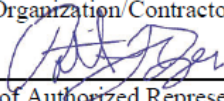
Date

ATTACHMENT VII: CERTIFICATION OF FAIR BUSINESS PRACTICES

**ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

MGT of America Consulting, LLC
Name of Organization/Contractor


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

ATTACHMENT IX: HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED BUSINESS ENTERPRISES

**ATTACHMENT IX:
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR
DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB vendors should identify themselves and submit a copy of their certification. This applies only to the Offeror and not a subcontractor.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Submitter must include a copy of its minority certification documentation as part of this solicitation.
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

_____ Minority-Owned Business Enterprise
Not Applicable _____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

ATTEST TO Attachments of Certification:



Authorized Signature

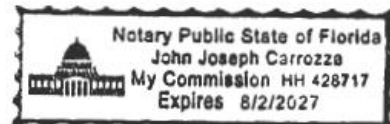
Patrick J. Dyer, Vice President 02/26/2024
Typed Name Date

Subscribed and sworn to before me this 26th day of February (month), 2024 in

Tampa (city), _____ (agency), FL (state).

John J. Carrozza
Notary Public in and for _____ (Agency),

SEAL



State of FL Commission expires: 8/2/27

ATTACHMENT X: FEDERAL AND STATE OF TEXAS REQUIRED PROCUREMENT PROVISIONS

(Attachment X: Cont.)

PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☒ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

MGT of America Consulting, LLC
 Name of Organization/Contractor

 Signature of Authorized Representative

Patrick J. Dyer, Vice President
 Printed/Typed Name and Title of Authorized Representative

02/27/2024
 Date:

-OR-

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

 Name of Organization/Contractor

 Signature of Authorized Representative

 Printed/Typed Name and Title of Authorized Representative

 Date

(Attachment continued on next page)

TAB G – REQUIRED ATTACHMENTS

(Attachment X: Cont.)

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries.

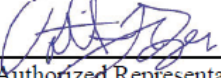
TLGC chapter 2274, Subtitle F, Title 10, identifies that “discrimination against a firearm entity or firearm trade association” includes the following:

- A) means, with respect to the entity or association, to:
 - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
- B) An exception to this provision excludes the following:
 - I. contracts with a sole-source provider; or
 - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

Name of Organization/Contractor **MGT of America Consulting, LLC**


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

Name of Organization/Contractor

Signature of Authorized Representative

Printed/Typed Name and Title of Authorized Representative

Date

(Attachment continued on next page)

TAB G – REQUIRED ATTACHMENTS

(Attachment X: Cont.)

BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.**

MGT of America Consulting, LLC
Name of Organization/Contractor


Signature of Authorized Representative

Patrick J. Dyer, Vice President
Printed/Typed Name and Title of Authorized Representative

02/27/2024
Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.**

Name of Organization/Contractor

Signature of Authorized Representative

Printed/Typed Name and Title of Authorized Representative

Date

ATTACHMENT XI: CONFLICT OF INTEREST QUESTIONNAIRE

ATTACHMENT XI:

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		OFFICE USE ONLY Date Received:
1	Name of vendor who has a business relationship with local governmental entity. <div style="text-align: center;">MGT of America Consulting, LLC</div>	
2	<input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed. <div style="text-align: center;">N/A</div> <div style="text-align: center;">Name of Officer</div>	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. <div style="margin-top: 20px;"> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> </div>	
5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more. <div style="text-align: center; margin-top: 20px;">N/A</div>	
6	<input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).	
7	<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> Signature of vendor doing business with the governmental entity </div> <div style="text-align: center;"> 02/27/2024 Date </div> </div>	

NATIONAL FIRM LOCAL FOCUS

Alabama
Birmingham

Arizona
Phoenix

California
Sacramento
Riverside
Carlsbad

Florida
Tampa HQ
Tallahassee

Georgia
Savannah
Atlanta
Alpharetta

Illinois
Chicago Metro

Indiana
Gary

Michigan
Bay City

New York
NYC

North Carolina
Raleigh

South Carolina
Columbia

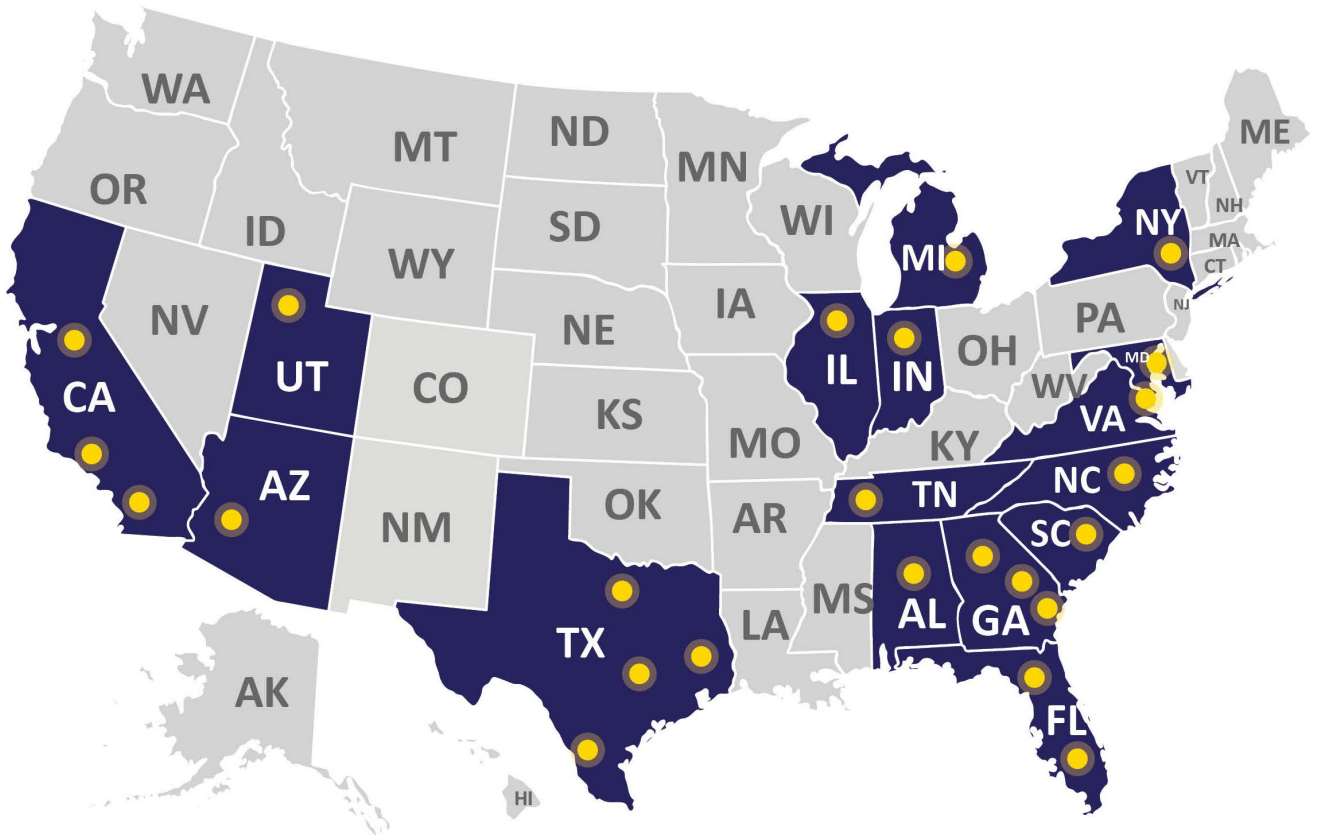
Tennessee
Nashville

Texas
Dallas
Austin
San Antonio
Houston

Utah
Salt Lake City

Virginia
Richmond

Washington, D.C.



MGT

4320 West Kennedy Boulevard, Tampa, Florida 33609

888.302.0899 | www.mgtconsulting.com