



**REQUEST FOR QUALIFICATIONS  
Prequalification List for:  
Recruiting/Hiring Search Firms**

**SUBMITTAL DUE DATE:** May 2, 2022 3:00 P.M. CST

**SUBMITTAL LOCATION:** [mbock@grgstl.org](mailto:mbock@grgstl.org) (email as PDF)

**Great Rivers Greenway** is seeking statements of qualifications related to recruiting services. The current role for which we are recruiting is an accounting analyst.

Our internal recruiting process has not successfully resulted in filling this position, despite several months of interviews.

From responses to the RFQ, Great Rivers Greenway intends to establish a list of qualified professionals from which to choose for the accounting role and/or other positions on an as needed basis. The list will be in effect for three years. GRG will select from the list the consultant considered to be the best fit for the project and negotiate scope, fee and contract. GRG reserves the right to add additional firms to the list at any time during the term.

Evaluation criteria will include demonstrated understanding of the requested scope, relevant experience, references, staff capacity and M/WBE status. The contract will be awarded to the firm who best meets the qualification criteria with consideration for price.

Questions related to this request should be directed to: Michelle Bock, [mbock@grgstl.org](mailto:mbock@grgstl.org).

**BACKGROUND**

*The District*

The Metropolitan Park and Recreation District, called Great Rivers Greenway, makes the St. Louis region a more vibrant place to live, work and play by developing a network of greenways to connect the City of St. Louis, St. Louis County and St. Charles County together. Great Rivers Greenway has been around since the voter initiative that created the public agency in 2000. In 2012, voters approved an additional sales tax to fund renovations to the Gateway Arch grounds. A significant and successful capital campaign was a

part of the effort. The District and the Foundation remain integrally involved with this project.

The agency also has an overall Diversity, Equity and Inclusion plan to assess both our strengths and opportunities for growth. Employees and vendors are expected to learn with us and value this work: <http://bit.ly/DEIGRG>

## **SCOPE OF SERVICES**

Great Rivers Greenway is soliciting statements of qualifications from firms experienced with doing professional recruiting, and for the current project, specifically in the area of accounting and finance. The selected firm(s) would be responsible for the following:

- Review and update the position description as necessary
- Develop a recruitment plan
- Solicit potential candidates alongside the agency's typical HR process and public posting of positions
- Screen resumes
- Other work as mutually agreed upon

## **INSTRUCTIONS FOR PREPARING STATEMENT OF QUALIFICATIONS**

### **Submission**

Please submit one (1) electronic proposal with the following information:

- A synopsis of qualifications of the firm emphasizing experience in 1) accounting and finance areas and 2) recruiting diverse candidates. Include the primary contact and professional credentials.
- Outline of the approach you would use to pursue the scope.
- Provide three (3) client references, preferably for governmental or non-profit organizations.
- Provide a fee schedule.
- Provide a brief description of the firm's ownership structure. Indicate percentage ownership by women and minorities.
- Disclose any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof.
- Provide a statement of understanding that the firm will comply with the requirements listed under Important Considerations below.

### **Important Considerations**

Selected consultant(s) must indemnify, hold harmless and defend GRG from and against any and all claims, demands, actions, damages, liability and expense arising from the scope of work in the agreement.

Selected consultant(s) must maintain comprehensive general liability insurance, automobile liability insurance, and property liability insurance with liability limits of not less than \$2,000,000 per occurrence. GRG must be named as

additional insured on selected consultants' comprehensive general liability insurance, automobile liability insurance, and property liability insurance policies.

Any contract awarded for this work will require the consultant(s) to execute and deliver to GRG an affidavit confirming the consultant's enrollment in the e-verify federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo. as well as a copy of the consultant's e-verify MOU. Consultants shall not be required to execute the affidavit and supply an e-verify MOU copy if either (i) the compensation to be paid is \$5,000 or less, or (ii) the consultant does not have any employees (though an affidavit attesting that the Consultant has no employees will still be required).

Prospective consultants shall assure GRG that they will comply with 2020 ADA Standards which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

### **Minority and Women Business Enterprise Policies**

It is the policy of GRG that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing taxpayer funds.

### **General Provisions**

Any contract awarded as a result of this solicitation of proposals will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Great Rivers Greenway reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the organization deems necessary.

This Request for Proposals does not obligate the organization to pay any costs incurred by any respondent in the submission of proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for proposals. Great Rivers Greenway will give preference to firms located in the district (St. Louis City, St. Louis County and/or St. Charles County) and secondly, in the State of Missouri, when other considerations are equal.