



## COMMONWEALTH of VIRGINIA

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*Department of Human Resource Management*

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### **Commonwealth of Virginia Executive Search Consulting Firms**

The Department of Human Resource Management (DHRM) has awarded contracts to Colin Baenziger and Associates and Springsted Incorporated to provide executive recruiting services to state agencies and local government agencies. This is an optional use contract to search and locate designated personnel and to assist in the hiring process of the most effective candidates for high-level positions in the Commonwealth of Virginia.

Under contractual agreement, the search firms will assist agencies with establishing a job description and search criteria, reviewing candidate's qualifications, interviewing candidates and making further and related recruitment and hiring recommendations to the designated Commonwealth personnel for the hiring of high-level positions. High-level positions include any position that requires specialized qualifications and experience in disciplines critical to the Commonwealth's business operations.

Agencies that wish to contract with one of the above mentioned search firms must initiate contact directly with the firm to procure services. The firm selected by the agency will perform services outlined in the contract in whole (or in part) upon direct written request. All services and work products are subject to the approval of the Commonwealth agency in its sole discretion. The vendor proposals and the original Request for Proposal (RFP) are available on the DHRM website at <http://www.dhrm.virginia.gov/rfps/rfpmain.html>. The firms are also registered through e-VA.

All searches are subject to the relevant federal and state employment laws. Agencies are also responsible for ensuring that search firms adhere to state policies, procedures and practices related to employment and conduct searches that attract diverse candidates. Search firms will submit reports on a schedule determined by DHRM of activities related to searches conducted on behalf of Commonwealth agencies. Agencies will not be required to submit reports to DHRM. The search firms and agencies are required to submit an evaluation of the services rendered to DHRM.

Questions regarding an individual firm's executive search services should be directed to the firm. All other questions should be directed to Pat Waller, Employment & Shared Services Manager, Department of Human Resource Management at [patricia.waller@dhrm.virginia.gov](mailto:patricia.waller@dhrm.virginia.gov).