

March 10, 2026

MEMORANDUM

To: Board of Mayor and Aldermen

From: Gerald Herman, City Administrator

Re: Proposals for City Administrator Executive Recruitment Services

The City issued a Request for Proposals seeking professional services to assist the City in the recruitment and selection of the next City Administrator. The solicitation closed with a total of ten (10) proposals received from firms specializing in executive recruitment services for local governments.

An evaluation committee consisting of members of the Board of Mayor and Aldermen reviewed and scored each proposal based on the criteria established in the RFP. Following the evaluation process, the proposals were scored and tabulated. The results of the evaluation are summarized in the attached Evaluation Tabulation.

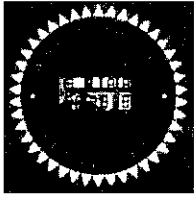
The highest scoring firms were:

1. Sumter Local Government Consulting – 92.8
2. MGT Impact Solutions, LLC – 88.8
3. Colin Baenziger & Associates – 85.0
4. S. Renee Narloch & Associates – 83.8

A study session will be held with the Board of Mayor and Aldermen to review the evaluation results and discuss the proposals received for recruitment services. No formal action will be taken during the study session.

Based on the Board's discussion and direction, staff placed an item on the agenda for the regular meeting to consider approval of a professional services agreement with the selected recruitment firm.

Please review the attached evaluation tabulation prior to the meeting, and let me know if additional information is needed prior to consideration by the Board.



City of White House
Procurement

105 College Street, White House, TN 37188
(615) 672-4350

EVALUATION TABULATION
RFP No. 26-0004ADMIN
City Administrator Executive Recruitment Services

RESPONSE DEADLINE: February 19, 2026 at 3:00 pm

EVALUATORS

Name	Title
John Corbitt	Mayor
Sam Matthews	Alderman
Jeremy Sisk	Alderman
Jana Spicer	Vice Mayor
Mike Wall	Alderman

Vendor	Total Score (Max Score 100)
Sumter Local Government Consulting	92.8
MGT Impact Solutions, LLC	88.8
Colin Baenziger & Associates	85
S. Renee Narloch & Associates	83.8
WBCP, Inc.	70
EverStrive Solutions	68.2
Arndt Municipal Support, Inc	66.8
Operation Hired	55
Central Business Solutions Inc	47
Octagon IT LLC	33.2