



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting August 22, 2023

**DATE:** August 22, 2023

**TO:** Peter Zanoni, City Manager

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### **Agreement for an Executive-Level Recruitment Services for the City of Corpus Christi**

#### **CAPTION:**

Motion authorizing a two-year service agreement with Baker Tilly US, LLP., of Plano, Texas, to be used by various City departments for executive-level recruiting for hard to fill positions through the Human Resources Department, in an amount not to exceed \$323,400.00, with future funding from various funds.

#### **SUMMARY:**

This motion authorizes a two-year service agreement for recruitment services of hard to fill executive-level positions to be used by various City departments. The Human Resources Department (HR) will oversee and manage the contract, as HR works directly with the various City departments requesting recruitment services. The proposed agreement will allow for the development of a large pooling of qualified executive-level candidates to fill vacant executive-level positions across various City departments.

#### **BACKGROUND AND FINDINGS:**

The purpose of this item is to initiate a new two-year service agreement. The proposed two-year agreement with Baker Tilly US, LLP. is in an amount not to exceed \$323,400.00; however, Baker Tilly US, LLP. will be compensated only when services are rendered to the City for the recruitment of executive-level positions.

The recruitment of top candidates is a strategic and time-consuming task that often requires multiple team members working at once. It is mission critical to the City that executive-level positions are filled with the best available talent as quickly and reliably as possible. This helps to reduce the negative effects throughout the City organization caused by vacant executive-level positions. Under the current agreement, Baker Tilly US, LLP. has worked closely with HR, the City Manager's Office, and other City staff to develop a customized approach in identifying and recruiting diverse top talent both locally and nationally. Baker Tilly US, LLP. has collaborated with

the City to ensure the recruitment of executives with unique and valuable attributes that fit the culture and goals of the City organization.

The current agreement for executive-level recruitment services is also with Baker Tilly US, LLP. The current agreement was executed in 2021 and will expire on September 30, 2023, and it has a not to exceed amount of \$294,000. The total amount paid to date under the current agreement is \$253,565. Recruitment Services will be utilized for executive-level positions for various City departments on an as-needed basis. City departments requesting the recruitment services provided through this agreement will be responsible for the funding associated with the placement of the position(s). No funds will be needed for the remainder of FY 2023 under the proposed contract, if the item is approved. Funding will come from various funds as needed beginning in FY 2024.

Over the past two years, the City has placed 24 executive-level positions. In the same timeframe, Baker Tilly US, LLP. has helped the City to fill eight other executive-level positions, to include the Director of Public Health, two Assistant City Managers, the City Auditor, and the Director of Intergovernmental Relations. Four of the eight executive-level positions that Baker Tilly US, LLP. helped fill were from national recruitments.

Currently, Baker Tilly US, LLP. is helping the City to recruit for the Animal Care Services Director position. The City has been satisfied with Baker Tilly US, LLP.'s performance and recommends continuing to use them for the proposed two-year agreement.

#### **PROCUREMENT DETAIL:**

A Request for Proposal was issued for an executive recruitment services contract for the City's hard to fill executive-level positions. The City received four proposals which were evaluated by the City's evaluation committee, based off the technical scores, the top three scoring firms were interviewed and evaluated according to the evaluation criteria on the Request for Proposal.

The evaluation committee was comprised of three members, with representation from Human Resources and the Aviation Department. The evaluation committee rated each proposer and was scored according to 1) firm's experience, 2) teams experience 3) understanding of project scope, 4) local preference, and finalist included 4) price. Final scores were tabulated for each firm to determine the highest-ranking firm offering the best value to the City for executive recruitment services.

Baker Tilly US, LLP., of Plano, Texas, is the highest-ranking firm. They are also the incumbent and have been under contract for executive recruitment services for the City since March 2021. Baker Tilly US, LLP. recruitment service pricing for executive level placements, including all national advertising, as well as their vetting costs for high-level positions have slightly increased due to rising industry costs as well as inflation. The cost increase from the current agreement to the proposed agreement is 10%.

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#### **ALTERNATIVES:**

The alternative is not to approve the proposed two-year agreement and instead have City staff

conduct the recruitment themselves.

**FISCAL IMPACT:**

The City only will be charged if services are rendered, at which time appropriate funding sources will be identified. City departments requesting the recruitment services provided through this agreement will be responsible for the funding associated with the placement of the position(s).

**FUNDING DETAIL:**

Recruitment Services will be utilized for executive-level positions for various City departments on an as-needed basis. City departments requesting the recruitment services provided through this agreement will be responsible for the funding associated with the placement of the position(s). No funds will be needed for the remainder of FY 2023 under the proposed contract, if the item is approved. Funding will come from various funds as needed beginning in FY 2024.

Fund:	Various Funds
Organization/Activity:	Various Funds
Mission Element:	Various Funds
Project # (CIP Only):	N/A
Accounts:	Various Funds

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a two-year service agreement with Baker Tilly US, LLP. for recruitment services, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Evaluation Matrix  
Service Agreement