



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting March 16, 2021

**DATE:** March 16, 2021

**TO:** Peter Zaroni, City Manager

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### **Executive-Level Recruitment Services**

#### **CAPTION:**

Motion authorizing a two-year service agreement for executive recruitment services in an amount not to exceed \$294,000.00 with payment only when services are rendered with Baker Tilly US, LLP of Plano, Texas, for the recruitment of hard to fill executive-level positions to be used by City departments through the Human Resources Department, effective upon issuance of a notice to proceed, FY 2021 funding is available in 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 City departments. The Human Resources Department will oversee and manage the contract, as they work directly with the departments requesting recruitment services. This contract will allow for the development of a large pooling of qualified executive-level candidates to fill vacant executive-level positions across City departments.

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

The current process for utilizing an Executive search firm requires an adhoc Request for Quote (RFQ) as a specialty one-time recruitment item which is more expensive and adds four to six weeks to the recruitment timeline for each recruitment need. Having a contract in place with one firm will provide immediate availability of recruitment sources with

competitive and discounted pricing.

Executive search firms specialize in the recruitment and selection process of key professionals and executive leaders for public sector organizations and develop customized search strategies that focus on locating and recruiting highly qualified candidates to match the organizations' needs. These search firms employ full-time executive recruiters who have a proactive approach in identifying and recruiting top talent across the country and maintaining a robust database of candidates to meet clients' needs. They also work to continuously build an extensive network of external resources for leveraging executive-level talent. This service will only be used on an as needed basis for Executive positions that are difficult to fill or are considered a specialized skill set. It is mission critical to the City that leadership positions are filled with the best available talent as quickly and reliably as possible in order to reduce the negative effects of vacant executive-level positions.

On November 02, 2020, the Contracts and Procurement Department issued a Request for Proposals for the Human Resources Department with the RFP Number 3334 for Executive Recruitment Services. The City received a total of six Proposals. The selection committee consisted of representatives from the City Manager's Office, the Human Resources Department, and the Aviation Department. On January 21, 2021, the selection committee conducted interviews for four of the firms that were recommended by the evaluation committee. Firms were ranked based on five factors: 1) firm's experience and qualifications of firm; 2) experience and qualifications of the project manager and key staff; 3) project approach and management plan; 4) respondent capacity; and 5) respondent past performance.

#### **ALTERNATIVES:**

The alternative would be to conduct the recruitment using City staff. The City recruitment staff has very limited access to national recruitment resources, tools, and the broad professional networks of executive-level candidates.

#### **FISCAL IMPACT:**

The City only will be charged if services are rendered, at which time appropriate funding sources will be identified.

#### **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 provide through this agreement will be responsible for the funding associated with the placement of the position(s).

#### **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