

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

65743

Agenda Number

9.

Meeting Date:

December 8, 2016

Department:

Purchasing

## Subject

Authorize negotiation and execution of a contract with RALPH ANDERSEN & ASSOCIATES, or one of the other qualified offerors to Request for Qualification Statements TLF0305, to provide recruiting services for the selection of a new City Manager, in an amount not to exceed \$65,000.

## Amount and Source of Funding

Funding is available in the Fiscal Year 2016-2017 Operating Budget of Management Services.

## Fiscal Note

A fiscal note is not required.

Purchasing Language:

The Purchasing Office issued Request for Qualification Statements (RFQS) TLF0305 for these services on October 4, 2016 and it closed on November 1, 2016 with 10 offers received. The recommended offer is the best evaluated offer submitted by a responsible offeror. Additional information on the solicitation is included below the line.

Prior Council Action:

For More Information:

Tracy Franklin, Senior Buyer Specialist, 512-974-2034

Boards and Commission Action:

Related Items:

MBE / WBE:

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there was insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

## Additional Backup Information

### **Contract**

This contract will provide professional recruiting services for the selection of a new City Manager, augmenting those of the Human Resources Department.

Services provided under this contract will include position profile development in consultation with Council, key staff, stakeholders, and community members; sourcing qualified candidates; evaluating prospective candidates; keeping the City up-to-date as the process moves forward; selecting semifinalists and finalists; in-depth background screenings; reporting on the finalists; facilitating interviews with Council, key stakeholders, panels, town hall meetings, and other groups as designated; and assisting with the negotiation of an employment agreement with the identified top candidate.

This contract will include a provision guaranteeing the selected candidate for one year. If the selected candidate leaves the position within the first year, the contractor will perform a new search for the City at no cost. The contract anticipates that all work related to the recruitment shall be completed within 120 days, unless the City at its option determines that additional time is needed.

### **Process**

Staff performed an open and competitive qualifications-based selection process utilizing a Request for Qualification Statements (RFQS) solicitation. In addition to posting the RFQS on the City's solicitation notices website (Austin Finance Online, Austin American Statesman), firms registered with the City to receive notices for this type of procurement were also notified. In addition, staff sent notices to national public and private/nonprofit placement firms including: Affion Public, Alliance Resource Consulting, William Avery & Associates, Colin Baezinger & Associates, CPS HR Consulting, Koff & Associates, The Mercer Group, The Prothman Company, Roberts Consulting Group, Slavin Management Consultants, Springsted Incorporated, Voorhees Associates, The Water-Oldani Executive Recruitment, and WBCP-W. Brown Creative Partners.

Staff received a number of responses to the RFQS including: TES, Inc., Waters & Company, NP&S Management, Gov HR USA, Affion Public, Pedigo Staffing Services, Slavin Management Consultants, Ralph Anderson & Associates, CPS HR Consulting and Strategic Government Resources.

A team comprised of executives and senior managers within Human Resources Department evaluated the offers and rated the response from Ralph Andersen & Associates as the most highly qualified firm based on the criteria set forth in the RFQS including: demonstrated applicable experience (60 pts), personnel qualifications (30 pts), and references (10 pts).

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

### **Contractor**

The recommended firm, Ralph Andersen & Associates, possesses considerable demonstrated applicable experience having conducted several recent city manager and large organizational placements, with significant representation of women and minority hires. Placements listed in their response included: City Manager recruitments for Charlotte, NC, Cincinnati, OH, Greensboro, NC, Henderson, NV, and Riverside, CA; City/Chief Administrator recruitments for Los Angeles, CA and Oakland, CA; County/Chief Executive Officer recruitments for Fairfax County, VA, Los Angeles County, CA, Santa Barbara County, CA, and Placer County, CA; And multiple recruitments for various positions with Kansas City, MO, San Francisco, CA and the State of California. Ralph Andersen & Associates response detailed their staff, listing six well-qualified individuals, each with clearly defined roles working on the City's recruitment. Ralph Andersen & Associates references were also excellent.

### **Request**

This request allows for the development of a contract with a qualified offeror that Council selects. If the City is

unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so Council may select another qualified offeror and authorize contract negotiations with that provider.

If the City is unable to secure the contract, the recruitment will be conducted solely with existing staff who would be unable to devote the necessary time to this process to ensure the best available candidate is identified.