

## AGENDA



## Recommendation for Council Action

## AUSTIN CITY COUNCIL

Regular Meeting: December 7, 2017

Item Number: 044

## Purchasing Office

Authorize negotiation and execution of multi-term contracts with 13 firms to provide professional recruitment services, each for up to five years, for a total contract amount not to exceed \$2,200,000 divided among the contractors. (Note: 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 were no subcontracting opportunities; therefore, no subcontracting goals were established.).

<b>Lead Department</b>	Purchasing Office.
<b>Fiscal Note</b>	Funding in the amount of \$370,000 is available in the Fiscal Year 2017-2018 Operating Budget of the Human Resources Department. Funding for the remaining contract term is contingent upon available funding in future budgets.
<b>Purchasing Language</b>	The Purchasing Office issued a Request for Qualification Statements (RFQS) RWS0902 for these services. The solicitation issued on July 3, 2017 and it closed on July 27, 2017. Of the 19 offers received, the recommended firms submitted the best evaluated responsive offers. A complete solicitation package, including a response list, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: <a href="https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=119888">Solicitation Documents</a> < <a href="https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=119888">https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=119888</a> >.
<b>For More Information</b>	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> < <a href="mailto:AgendaOffice@austintexas.gov">mailto:AgendaOffice@austintexas.gov</a> > NOTE: Respondents to this solicitation, and their representatives,

	shall continue to direct inquiries to the solicitation's Authorized Contact Person: Roger Stricklin, at 512-974-1727 or <a href="mailto:Roger.Stricklin@austintexas.gov">Roger.Stricklin@austintexas.gov</a> <mailto:Roger.Stricklin@austintexas.gov>.
<b>Client Department(s)</b>	Human Resources Department.

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### **Additional Backup Information:**

These contracts will allow the Human Resources Department (HRD) to fill a number of executive and other professional vacancies in various City departments as the need for these services arise, as well as provide a diverse pool of qualified recruitment firms who have experience in sourcing for large municipalities or organizations. The firms recommended for award are:

- Abaco Limited Partners LP D/B/A Transearch International
- Affion Public LLC
- Cooperative Personnel Services D/B/A CPS HR Consulting
- GovHR USA LLC D/B/A GovHR USA
- Lincoln Leadership Advisors LLC
- MMC Group, LP
- Modis
- Mycoff, Fry & Prouse LLC
- NP&S Management, Inc. D/B/A S. Renee Narloch & Associates
- Ralph Andersen & Associates
- Springsted Waters Incorporated
- Strategic Government Resources, Inc. D/B/A SGR
- TES Inc. (MWDB)

The recommended firms have extensive experience in recruiting professionals in such specialties as aviation, community service, economic development, engineering, financial management, government, human resources, information technology, law, non-profits, public health, public safety, utilities, and urban planning.

The firms will be responsible for the entire process from initial assessment of the City's needs to ensuring that the selected candidate successfully transitions into the position. These firms will provide services that include the development of recruitment materials, screening of candidates including background investigations, participation in analyzing applications, and assistance in the interview and selection process including training and analysis on current employment trends.

These multi-term contracts with the various firms do not replace any existing contract, and will be utilized as needed as HRD's budget allows. These contracts are not exclusive; for unique or specialized recruitments the City has the discretion to utilize firms not identified in this request. The requested authorization amount for these contracts was determined by utilizing an average from previous recruitment firm placements and applying this average to the current number of City vacancies.

Several of the firms possess or are applying for the following certifications:

- Abaco Limited Partners LP D/B/A Transearch International - City of Houston WBE certified
- Lincoln Leadership Advisors LLC - self-certified as a woman and Hispanic-owned business; applying to the City of Houston under the Minority/Women/Small/Persons with Disabilities Business Enterprises Certification Program
- MMC Group - woman-owned HUB certified
- NP&S Management, Inc. D/B/A S. Renee Narloch & Associates - self-certified as a small woman-owned business
- TES Inc. - City of Austin MWDB certified

An evaluation team with expertise in this area evaluated the offers and scored these firms as the best to provide these services based on experience and qualifications, business organization, and recruiting specialty categories.

If the City is unable to secure these contracts, a delay in filling current vacancies, higher prices, and a reduction in administrative efficiency may result.

#### Contract Detail

		<b><u>Contract Term</u></b>	<b><u>Contract Amount</u></b>	<b><u>Contract Amendment</u></b>	<b><u>Revised Amount</u></b>
Initial Term		2	\$ 880,000	n/a	n/a
Extension Option 1		1	\$ 440,000	n/a	n/a
Extension Option 2		1	\$ 440,000	n/a	n/a
Extension Option 3		1	\$ 440,000	n/a	n/a
<b>TOTAL</b>	<b>5</b>		<b>\$2,200,000</b>	<b>\$ -</b>	<b>\$ -</b>

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