



Recommendation for Action

File #: 23-2271, **Agenda Item #:** 42.

7/20/2023

Posting Language

Authorize negotiation and execution of nine contracts for executive recruitment services with 22nd Century Technologies, Inc.; Mosaic Public Partners LLC, POLIHIRE Strategy Corp.; Ralph Andersen & Associates; Lincoln Leadership Advisors LLC; Raftelis Financial Consultants, Inc. d/b/a Raftelis; ZRG Partners, LLC; GovHR USA LLC d/b/a GovHR USA LLC; and Baker Tilly US, LLP d/b/a Baker Tilly US, LLP; or one of the other qualified offerors, each for up to five years for total contract amounts not to exceed \$2,500,000, 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].

Lead Department

Financial Services Department.

Client Department(s)

Human Resources Department.

Fiscal Note

Funding in the amount of \$125,000 is available in the Fiscal Year 2022-2023 Operating Budget of the Human Resources Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued a Request for Qualification Statements (RFQS) 5800 ALD4006REBID for these services. The solicitation was issued on January 16, 2023, and closed on February 9, 2023. Of the 20 offers received, the recommended contractors submitted the best evaluated responsive offers. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138286)
<https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138286>.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov
<<mailto:FSDCentralProcurementRCAs@austintexas.gov>> or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

These contracts will provide executive recruitment services in support of the Human Resources Department (HRD) to fill executive and non-executive level recruitments in various departments. HRD manages, leads, and facilitates all executive recruitment processes throughout the City. The City currently has approximately 26

vacant executive positions, and more executive vacancies could occur at any time. The contractors will be responsible for the entire process from the initial assessment of the City's needs to ensuring that the selected candidate is successfully acclimated. These contractors will provide services that include the development of recruitment materials, screening of candidates, participation in analyzing applications, and assistance in the interview and selection process.

These contracts replace the existing contracts that expire on September 8, 2023. Four of the recommended contractors are current providers of these services. These contracts are not exclusive; for unique or specialized recruitments, the City has the discretion to utilize contractors not identified on this request. The requested authorization amount for these contracts was determined using historical spend and estimated vacancies.

The recommended contractors 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.

This request allows for the development of a contract with a qualified offeror selected by Council. 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 that another qualified offeror may be selected, authorizing new contract negotiations

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

An evaluation team with expertise in this area evaluated the offers and scored these contractors as the best to provide these services based on price, service-disabled veteran business enterprise, local preference, qualifications and experience, business organization, and experience in recruiting specialty categories.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	2 yrs.	\$1,000,000
Optional Extension 1	1 yr.	\$ 500,000
Optional Extension 2	1 yr.	\$ 500,000
Optional Extension 3	1 yr.	\$ 500,000
TOTAL	5 yrs.	\$2,500,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.