



Recommendation for Action

File #: 23-3190, **Agenda Item #:** 76.

10/19/2023

Posting Language

Authorize negotiation and execution of a contract for executive recruitment services for the next Austin City Manager with Mosaic Public Partners, LLC, for a contract amount not to exceed \$150,000.

[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)

Management Services Department.

Fiscal Note

Funding for the total amount is available in the Fiscal Year 2023-2024 Operating Budget of the Financial Services Department.

Purchasing Language:

The Financial Services Department issued a Request for Qualifications (RFQS) 4400 CTE4010 for these services. The solicitation was issued on July 17, 2023, and closed on August 14, 2023. Of the 12 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=139352)
<https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=139352>.

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:

The contract will provide executive recruitment and related services for the selection of the next Austin City Manager. This authorization is inclusive of the contractor fees, estimated at \$75,000, and their related expenses, also estimated at \$75,000, for a total expenditure authorization not to exceed \$150,000. The contractor's related expenses will include all costs associated with candidate travel, stakeholder engagements, and public engagements.

After a national search, the City received responses from 12 firms. The evaluation team consisting of Mayor Kirk Watson, Mayor Pro Tem Ellis, Council Members Leslie Pool, Vanessa Fuentes, and Jose "Chito" Vela,

reviewed all responses based on the Solicitation's criteria: company qualifications, experience, and capacity; key personnel, qualifications, and experience; and customer references. After interviewing the four most highly qualified firms, the evaluation team concluded that Mosaic Public Partners, LLC was the most qualified firm to facilitate the recruitment of the next Austin City Manager. Mosaic Public Partners, LLC has extensive experience in recruiting senior executives in several local government specialties.

Once the contract is executed, the contractor will engage with the Mayor and Council to define and plan the overall recruitment process. Through this process, the contractor will be responsible for a variety of executive recruitment services, including but not limited to: developing the position profile; developing all recruitment materials; identifying, recruiting, and vetting qualified candidates (including background investigations); assisting the Mayor and Council in analyzing and evaluating prospective candidates; managing all communications and media engagements; assisting with the identification of the most eligible candidates; interview coordination and support; assisting in the determination of finalists; developing and facilitating an inclusive and equitable community engagement process; assisting the Mayor and Council in determining the their final selection; as well as all follow-on support after the selected candidate has been appointed.