

**City Council  
Agenda Memo**



**City Council  
Meeting Date: 07/09/15**

**TO: Robert Hanna, City Manager**  
**FROM: Ronnie C. Kidd, Managing Director for Administration**  
**SUBJECT: Award of Bid – CB# 1537 Executive Search Firm Services**

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**GENERAL INFORMATION:**

The City of Abilene issued Request for Proposal (RFP) CB-1537 requesting responses from executive search firms to provide services associated with one or more candidate searches for senior level and/or key management positions within the organization for the remainder of 2015. Currently, the City needs to identify the best candidate for two positions: Director of Water Utilities and Director of Planning and Development Services. Responses were received from four firms: Chris Hartung Consulting, Colin Baenziger & Associates, CPS HR Consulting and Waters & Company. Services provided by the firms include development of candidate profile and recruitment strategy, recruitment of candidate pool, screening of applicants, assistance with interview and selection, background checks and assistance with employment negotiations. The RFP requested the respondents to provide the fee structure for an initial search, as well as for subsequent searches for the remainder of 2015 (i.e., intended to be structured in the form of an agreement for executive search services on demand).

**SPECIAL CONSIDERATIONS:**

All respondents were in compliance with the RFP as reflected on the attached document. As outlined in the RFP, staff reviewed and evaluated the submissions based upon the respondents overall qualifications and experience (30%), the respondent's demonstrated experience in effective recruitment and selection in similar sized cities (40%) and the cost of services (30%).

**FUNDING/FISCAL IMPACT:**

Respondents provided cost for services ranging from \$21,000 to \$24,500 for the initial search, with discounts applied for subsequent searches ranging from 10% to 15% of the initial professional services fee.

**STAFF RECOMMENDATION:**

Staff recommends authorizing the City Manager or his designee to negotiate an agreement for executive search firm services with CPS HR Consulting.

**ATTACHMENTS**

Analysis of Compliance with RFP Requirements and Response Ranking

Prepared by:  Name <u>Ronnie C. Kidd</u>  Title <u>Managing Director for Administration</u>	Item No. <u>6.3</u>	Disposition by City Council <input type="checkbox"/> Approved      Ord/Res# <input type="checkbox"/> Denied      _____ <input type="checkbox"/> Other  _____ City Secretary
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	Chris Hartung Consulting LLC	Colin Baenziger & Associates	CPS HR Consulting	Waters & Company, A Springsted Company
Primary Contact	Chris Hartung, President	Colin Baenziger, Principal/Owner	Pam Derby, Project Manager	Chuck Rohre, Senior Vice President
Primary Office Location	Arlington, Texas	Daytona Beach Shores, Florida	Sacramento, California	Saint Paul, Minnesota
Satellite/Regional Office Locations	n/a	MD, WA, UT, WI	Austin, TX	Addison, Texas
Title Page	√	√	√	√
Introduction	√	√	√	√
Understanding of work/scope	√	√	√	√
Strategy/Approach	√	√	√	√
List of placements	√	√	√	√
Profile of Recruiter assigned to project	√	√	√	√
Discussion of services/benefits	√	√	√	√
Example CM Profile	√	√	√	√
Example Search Report	√	√	√	√
Range (cost + adds or Out Of Pocket expenses)	\$16,000 + \$5,000 OOP + Consultant Travel <b>TOTAL = \$21,000</b>	<b>\$23,250, all inclusive,</b> + \$125/hr if services requested beyond proposed scope	\$17,000 for professional services + up to \$7,000 in reimbursables For a total <b>NOT TO EXCEED \$24,000</b>	<b>\$24,500 all inclusive</b> + \$1,760 per day for optional services outside scope and/or beyond four days onsite
Discount for additional searches	10%	10%	15%	15%
Candidate Expenses	Borne by city	Borne by city	Borne by city	Borne by city
Description of fee structure	√	√	√	√
Anticipated best approx timeline	?	2 – 3 months	4 months	3 months
Guarantee / Warranty	18 months no additional professional fees, <i>City bears OOP / Travel</i>	18 months no additional professional fees	18 months no additional professional fees, <i>City bears OOP / Travel</i>	24 months no additional professional fees, <i>City bears OOP / Travel</i>
RANKING	4	3	1	2