City Council Agenda Memo



City Council

Meeting Date: 07/23/15

TO: Robert Hanna, City Manager

FROM: Ronnie C. Kidd, Managing Director for Administration

SUBJECT: Award of Bid – CB# 1537 Executive Search Firm Services

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:		Disposition by City Council		
		□ Approved Ord/Res#		
Name Ronnie C. Kidd		Denied		
Title Managing Director for Administration	Item No	□ Other		
		City Secretary		

	Chris	Colin	CPS HR	Waters &
	Hartung	Baenziger &	Consulting	Company, A
	Consulting	Associates		Springsted
	LLC			Company
Primary Contact	Chris	Colin	Pam Derby,	Chuck Rohre,
	Hartung,	Baenziger,	Project	Senior Vice
	President	Principal/Owner	Manager	President
Primary Office	Arlington,	Daytona	Sacramento,	Saint Paul,
Location	Texas	Beach	California	Minnesota
		Shores, Florida		
Satellite/Regional	n/a	MD, WA, UT,	Austin, TX	Addison,
Office Locations	1.7 4	WI	71036111, 171	Texas
Title Page	√ √	V	V	V
Introduction	V	V	V	V
Understanding of	V	V	V	V
work/scope	•	•	•	,
Strategy/Approach	V	V	V	V
List of placements	V	V	V	V
Profile of Recruiter	V	V	V	V
assigned to	,	,	,	,
project				
Discussion of	V	V	V	V
services/benefits	,	,	,	,
Example CM	V	V	V	V
Profile	·	·	·	
Example Search		V	V	
Report				
Range (cost + adds	\$16,000 +	\$23,250,	\$17,000 for	\$24,500
or Out Of Pocket	\$5,000 OOP	all inclusive,	professional	all inclusive
expenses)	+ Consultant Travel	+ \$125/hr if services	services + up	+ \$1,760 per
	TOTAL =	requested	to \$7,000 in reimbursables	day for optional
	\$21,000	beyond	For a total	services
		proposed	NOT TO	outside scope
		scope	EXCEED	and/or
			\$24,000	beyond four days onsite
Discount for	10%	10%	15%	15%
additional searches	13/0	13/0	13/0	13/3
Candidate	Borne by	Borne by	Borne by	Borne by
Expenses	city	city	city	city
Description of fee	V	V	V	V
structure				
Anticipated best	?	2-3	4 months	3 months
approx timeline		months		
Guarantee /	18 months no	18 months no	18 months no	24 months no
Warranty	additional	additional	additional	additional
	professional fees, <i>City bears</i>	professional fees	professional fees, <i>City bears</i>	professional fees, <i>City bears</i>
	OOP / Travel		OOP / Travel	OOP / Travel
RANKING	4	3	1	2