



City of Sacramento 16
City Council

915 I Street, Sacramento, CA, 95814
www.CityofSacramento.org

Meeting Date: 7/31/2012

Report Type: Consent

Title: Agreements: Executive Recruitment Services

Report ID: 2012-00673

Location: Citywide

Recommendation: Pass a Resolution: 1) approving the supplemental agreement for CPS HR Consulting in the amount of \$82,950 which will increase the NTE for CPS HR Consulting to \$165,900 and extend the termination date until July 31, 2014; and 2) approving the supplemental agreement for Wilcox Miller Nelson in the amount of \$106,200 which will increase the NTE for Wilcox Miller Nelson to \$169,750 and extend the termination date until July 31, 2014.

Contact: Geri Hamby, Director of Human Resources, (916) 808-7173; Denise Deprato, Support Services Manager, (916) 808-8249, Human Resources Department

Presenter: None

Department: Human Resources

Division: Employment & Compensation

Dept ID: 08001111

Attachments:

- 1 -Description/Analysis
- 2 - Exhibit A-COS HR Consulting Agreement
- 3 - Exhibit B-Wilcox Miller Nelson Agreement
- 4 - Resolution

City Attorney Review

Approved as to Form
Paul Gale
7/26/2012 9:03:56 AM

City Treasurer Review

Reviewed for Impact on Cash and Debt
Russell Fehr
7/20/2012 11:15:45 AM

Approvals/Acknowledgements

Department Director or Designee: Geri Hamby - 7/25/2012 8:44:17 AM



Description/Analysis

Issue: The City currently has agreements with CPS HR Consulting, Wilcox Miller Nelson, and David Gomez and Associates, Inc. for Executive Recruitment services to provide diverse and extensive recruitments for executive-level City positions as the need arises.

In 2009, the Department of Human Resources conducted a thorough review process and entered into agreements with the three top-rated proposers named above. The current “not to exceed” amounts (NTE) for all three agreements is \$172,780 (CPS Consulting \$82,950, Wilcox Miller Nelson \$63,550, and David Gomez and Associates \$26,280).

Council approval is necessary to extend the agreements which will ensure the City is prepared to fill executive level positions as they are vacated.

The council is requested to:

- 1) Approve the supplemental agreement for CPS HR Consulting increasing the NTE by \$82,950, which will increase the NTE for CPS HR Consulting to \$165,900 and extend the agreement until July 31, 2014.
- 2) Approve the supplemental agreement for Wilcox Miller Nelson increasing the NTE by \$106,200, which will increase the NTE for CPS HR Consulting to \$169,750 and extend the agreement until July 31, 2014.

Policy Considerations: Pursuant to the competitive bidding process, CPS HR Consulting, Wilcox Miller Nelson, and David Gomez and Associates, Inc. were selected and awarded contracts to conduct executive recruitment services on the City’s behalf.

Economic Impacts: None

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability Considerations: Not applicable.

Rationale for Recommendation: Extension of the Wilcox Miller Nelson and CPS HR Consulting contracts for two years will ensure the City is prepared to fill executive level positions as they are vacated. In addition to successfully being awarded contracts via a competitive bidding process, these firms have provided quality services to the City during the past three years.

Financial Considerations: Extending the CPS HR Consulting and Wilcox Miller Nelson contracts for two years will require an increase to the total not-to-exceed amount to \$361,930. The cost for Executive Recruitments depends on the actual need for services and will be paid for by the requesting department; requesting departments must have sufficient funding budgeted. The department will only enter into any agreements subject to availability of funding.

Emerging Small Business Development (ESBD): Not applicable.



City of Sacramento Contract Cover and Routing Form

res Council Approval: No YES Meeting: 7/31/12

General Information

Type: Professional Services

CHANGE: None CH #: 04

\$ Not to Exceed: \$ 165,900

Original Contract Number: 2009-0761

Original Contract Amount: \$27,650

Contractor: CPS HR Consulting

Project Name: Executive Recruitment Services

Project Number:

Bid Transaction #:

E/SBE-DBE-M/WBE:

Department Information

Department: Human Resources

Division: Employment & Class

Project Mgr: Theresa Shelton

Supervisor: Kenneth Cosgrove

Contract Services: Denise Deprato

Division Mgr:

Phone Number: x8249

Org Number: 08001111

Comment:

Review and Signature Routing

Department	Signature or Initial	Date
Project Mgr:		
Accounting:		
Contract Services:	<i>[Signature]</i>	7/18/12
Supervisor:		
Division Manager:		

City Attorney	Signature or Initial	Date
City Attorney:	<i>[Signature]</i>	7-18-12

Send Interoffice Mail Notify for Pick Up

Authorization	Signature or Initial	Date
Hamby, Geri Department Director:	<i>[Signature]</i>	7/24/12
City Mgr: yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

For City Clerk Processing Finalized:

Initial: _____ Date: _____

Imaged:

Initial: _____ Date: _____

Resolution No: (If Applicable)

Contract No:

SUPPLEMENTAL AGREEMENT

Project Title: Executive Recruitments

Date: 7/31/2012

Purchase Order #:

Supplemental Agreement No.: 2009-0761-04

The City of Sacramento ("City") and Cooperative Personnel Services dba CPS HR Consulting, as parties to that certain Consultant and Professional Services Agreement designated as Agreement Number 2009-0761, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The time of performance as specified in Exhibit A of the Agreement is extended for two (2) years. The term of this agreement shall end on 7/31/2014.
2. In consideration of the additional services, as needed, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Consultant's fees and expenses is **increased** by \$82,950, and said maximum not-to-exceed amount is amended as follows:

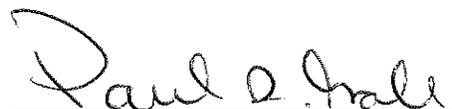
Agreement's original not-to-exceed amount:	\$ 27,650
Net change by previous supplemental agreements:	\$ 55,300
Not-to-exceed amount prior to this supplemental agreement:	\$ 82,950
Increase by this supplemental agreement:	\$ 82,950
New not-to exceed amount including all supplemental agreements:	\$ 165,900

3. Consultant agrees that the amount of increase in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Consultant.
4. Consultant warrants and represents that the person or persons executing this supplemental agreement on behalf of Consultant has or have been duly authorized by Consultant to sign this supplemental agreement and bind Consultant to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Consultant shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approved By:

Approved As To Form By:

Geri Hamby, Director of Human Resources



~~Sandra Talbot, Assistant City Attorney~~
Paul A. Oate Dep

Approved By:



Jerry Greenwell, Chief Executive Officer

Attested To By:

City Clerk



City of Sacramento Contract Cover and Routing Form

Requires Council Approval: No YES Meeting: 7/31/12

General Information

Type: Professional Services

CHANGE: Supplement CH #: 4

\$ Not to Exceed: \$ 169,750

Original Contract Number: 2009-0654

Original Contract Amount: \$35,400

Contractor: Wilcox Miller Nelson

Project Name: Executive Recruitment Services

Project Number:

Bid Transaction #:

E/SBE-DBE-M/WBE:

Department Information

Department: Human Resources

Division: Employment & Class

Project Mgr: Theresa Shelton

Supervisor: Kenneth Cosgrove

Contract Services: Denise Deprato

Division Mgr:

Phone Number: x8249

Org Number: 08001111

Comment:

Review and Signature Routing

Department	Signature or Initial	Date
Project Mgr:		
Accounting:		
Contract Services:	<i>[Signature]</i>	7/18/12
Supervisor:		
Division Manager:		

City Attorney	Signature or Initial	Date
City Attorney:	<i>[Signature]</i>	7-18-12

Send Interoffice Mail Notify for Pick Up

Authorization	Signature or Initial	Date
Hamby, Geri Department Director:	<i>[Signature]</i>	7/24/12
City Mgr: yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

For City Clerk Processing Finalized:
Initial: _____ Date: _____

Imaged:
Initial: _____ Date: _____

Resolution No: (If Applicable)

Contract No:

SUPPLEMENTAL AGREEMENT

Project Title: Executive Recruitments
Purchase Order #:

Date: 7/31/2012
Supplemental Agreement No.: 2009-0654-04

The City of Sacramento ("City") and Wilcox Miller Nelson ("Consultant"), as parties to that certain Consultant and Professional Services Agreement designated as Agreement Number 2009-0654, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The time of performance as specified in Exhibit A of the Agreement is extended for two (2) years. The term of this agreement shall end on 7/31/2014.
2. In consideration of the additional services, as needed, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Consultant's fees and expenses is **increased** by \$106,200, and said maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	\$ 35,400
Net change by previous supplemental agreements:	\$ 28,150
Not-to-exceed amount prior to this supplemental agreement:	\$ 63,550
Increased by this supplemental agreement:	\$ 106,200
New not-to exceed amount including all supplemental agreements:	\$ 169,750

3. Consultant agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Consultant.
4. Consultant warrants and represents that the person or persons executing this supplemental agreement on behalf of Consultant has or have been duly authorized by Consultant to sign this supplemental agreement and bind Consultant to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Consultant shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approved By:

Approved As To Form By:

Geri Hamby, Director of Human Resources



~~Sandra Talbott, Assistant City Attorney~~
Paul D. Gale Rep

Approved By:



Diane Miller, President

Attested To By:

City Clerk



RESOLUTION NO.

Adopted by the Sacramento City Council

APPROVING SUPPLEMENTAL AGREEMENTS TO THE EXECUTIVE RECRUITMENT AGREEMENTS

BACKGROUND

- A. The City currently has agreements with Wilcox Miller Nelson, CPS HR Consulting, and David Gomez and Associates, Inc. for Executive Recruitment services to provide diverse and extensive recruitments for executive level City positions as the need arises. Extension of the Wilcox Miller Nelson and CPS HR Consulting contracts is necessary to ensure the City is prepared to fill executive level positions as they are vacated.
- B. Extending the contracts will require an increase to the not-to-exceed amount to \$361,930.
- C. After a meticulous review of the proposals submitted through the Request for Proposal process, staff recommends the contracts extensions be awarded to CPS HR Consulting and Wilcox Miller Nelson for Executive Recruitment services.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- 1) Approve the supplemental agreement for CPS HR Consulting (supplemental agreement no. 2009-0761-04 attached as Exhibit A) increasing the NTE by \$82,950, which will increase the NTE for CPS HR Consulting to \$165,900 and extend the agreement until July 31, 2014.
- 2) Approve the supplemental agreement for Wilcox Miller Nelson (supplemental agreement no. 2009-0654-04 attached as Exhibit B) increasing the NTE by \$106,200, which will increase the NTE for CPS HR Consulting to \$169,750 and extend the agreement until July 31, 2014.
- 3) Exhibits A and B are incorporated into and made part of this resolution.

Table of Contents:

Exhibit A: Supplemental Agreement no. 2009-0761-04
Exhibit B: Supplemental Agreement no. 2009-0654-04