

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: April 3, 2018

CONTACT PERSON/PHONE: Linda Ball Thomas, Human Resource Director, 915-212-1240
Bruce D. Collins, Purchasing Director, 915-212-1181

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

Discussion and action on the award of Solicitation No. 2018-974R Executive Recruiting Services for on-call executive recruitment services. Services will be requested on a task order basis by and between the following two (2) firms:

1. Ralph Andersen & Associates; and
2. Springsted Waters Incorporated

Each consultant will perform the work on a task order basis pursuant to the rates established in Solicitation No. 2018-974R. Each on-call executive recruitment award will be for a total estimated amount not to exceed Four Hundred & Fifty Thousand and No/00 Dollars (\$450,000.00) for a term of three (3) years with the option to extend the term for two (2) additional one (1) year periods. In addition, the City Manager is authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of each On-Call Agreement. Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award. In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

BACKGROUND / DISCUSSION:

The City had a need to have recruiters identified to provide executive level recruiting services. Request for Proposal procurement method was used to obtain proposals from interested parties and award a contract for recruiting services.

SELECTION SUMMARY:

Solicitation was advertised on January 9, 2018 and January 16, 2018. The solicitation was posted on the City's website on January 9, 2018. The email (Purmail) notification was sent out on January 11, 2018. Total of seventeen (17) proposers were solicited; none being local vendors. Total views of the website were fifty-nine (59). Seven (7) proposals were received; none being local vendors.

COST VARIANCE PREVIOUS CONTRACT:

No prior contract to compare.

PROTEST

☒ No protest received for this requirement.

COUNCIL REPRESENTATIVE BRIEFING:

Was a briefing provided? ☐ Yes or ☒ No

If yes, select the applicable districts.

- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7
- ☐ District 8
- ☐ All Districts

PRIOR COUNCIL ACTION:

None

AMOUNT AND SOURCE OF FUNDING:

Various departments will fund, as services are needed.

999-99999-999999-9999

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



**COUNCIL PROJECT FORM
(RFP OR RFQ)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **APRIL 3, 2018.**

STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management.

Discussion and action on the award of Solicitation No. 2018-974R Executive Recruiting Services for on-call executive recruitment services. Services will be requested on a task order basis by and between the following two (2) firms:

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This is a Request for Proposal, Service Contract.

*******ADDITIONAL INFO BELOW*******



COMMITTEE SCORE SHEET
Request for Proposal

Executive Recruiting Services

2018-974R

EVALUATION CRITERIA

A. Fee Proposal

SUBTOTAL EVALUATION FACTOR A:

B. Offer's Experience

a) Offeror shall submit evidence and documentation of prior experience that demonstrates the offeror's ability to satisfactorily perform required services. The offeror shall submit three (3) projects completed within the past ten (10) years to demonstrate its ability to manage a project similar in scope. Offeror shall demonstrate their experience executive recruiting services at the local, state and national level. Offeror shall explain how this experience will contribute to successful completion of the project. The offer shall include the following information for each project:

- Project Location
- Client Name
- Key contact person, address, telephone number and email address
- Project budget
- Detailed description of the project scope of work

b. Provide narrative relative to the firm's ability to establish and meet project schedules and deadlines.

c. Provide information on the firm's ability to complete projects without having major cost escalators or overruns, etc.

SUBTOTAL EVALUATION FACTOR B:

C. Proposal for Executive Recruiting Services

a) Provide a narrative description of your organization's proposed scope of service, method of approach and proposed organization and classification of tasks as it relates to executive recruiting services.

b) Demonstrated evidence of Respondent's ability to perform the executive recruiting services as described in this RFP. Respondent must prepare and submit a detailed work plan that uniquely describes the approach that will be used to satisfy work requirements.

SUBTOTAL EVALUATION FACTOR C:

D. Staffing and Qualifications

a) Provide an organizational chart, staff resumes and anticipated project participation levels. Identify the number of full and part-time staff that will be made available to fulfill the requirements of this RFP.

b) Provide detailed information on staff qualifications and/or licenses if applicable.

c) Describe the Respondent's overall staffing approach.

SUBTOTAL EVALUATION FACTOR D:

D. RESPONSE AND QUALITY OF REFERENCES TO OFFEROR'S ABILITY

References

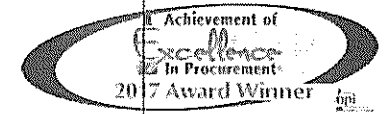
SUBTOTAL EVALUATION FACTOR D:

Grand Total

WEIGHT	MAX POINTS	Harvard Group International - Atlanta, Georgia	Lincoln Leadership Advisor, LLC	Ralph Anderson & Associates	Management Recruiters of Fortworth-SW, LP DBA Siler-Neubauer & Associates	The Spearhead Group, Inc.	Springsted Waters Incorporated	TST, Top Source Talent, LLC
		Scottsdale, AZ	Houston, TX	Rocklin, CA	Arlington, TX	Houston, TX	Addison, TX	Cahone, CO
25%	25	\$575,349.51 10.80	\$630,000.00 9.86	\$455,000.00 13.66	\$478,749.60 12.98	\$248,580.00 25.00	\$289,100.00 21.50	\$604,360.00 10.28
	25	10.80	9.86	13.66	12.98	25.00	21.50	10.28
15%	15	7.67	11.00	15.00	12.67	5.33	11.00	8.33
5%	5	2.00	2.67	3.00	0.67	0.67	2.67	3.67
5%	5	1.33	1.33	3.00	0.67	0.67	2.67	3.33
	25	11.00	15.00	21.00	14.00	6.67	16.33	15.33
5%	5	4.67	4.33	5.00	4.67	3.67	5.00	4.33
15%	15	10.67	10.33	14.33	7.67	6.33	14.00	9.67
	20	15.33	14.67	19.33	12.33	10.00	19.00	14.00
5%	5	1.50	3.83	4.50	0.00	2.50	4.17	2.67
5%	5	4.33	3.67	4.33	0.00	2.67	5.00	5.00
5%	5	3.00	2.67	5.00	1.67	3.33	4.33	2.33
	15	8.83	10.17	13.83	1.67	8.50	13.50	10.00
15%	15	0.00	10.00	14.80	10.00	7.50	9.25	10.00
	15	0.00	10.00	14.80	10.00	7.50	9.25	10.00
100%	100	45.97	59.70	82.62	50.98	57.67	79.58	59.62



**CITY OF EL PASO
REQUEST FOR PROPOSALS TABULATION FORM**



Bid Opening Date: FEBRUARY 7, 2018

Solicitation #: 2018-974R

Project Name: EXECUTIVE RECRUITING SERVICES

Department: HUMAN RESOURCES

HARVAD GROUP INTERNATIONAL - ATLANTA, GEORGIA	SCOTTSDALE, AZ	
LINCOLN LEADERSHIP ADVISORS, LLC	HOUSTON, TX	
RALPH ANDERSEN & ASSOCIATES	ROCKLIN, CA	
MANAGEMENT RECRUITERS OF FORTWORTH-SW, LP DBA SITER-NEUBAUER & ASSOCIATES	ARLINGTON, TX	
THE SPEARHEAD GROUP, INC.	HOUSTON, TX	
SPRINGSTED WATERS INCORPORATED	ADDISON, TX	
TST, TOP SOURCE TALENT, LLC	CAHONE, CO	
RFPs SOLICITED: 17 LOCAL RFPs SOLICITED: 0 RFPs RECEIVED: 7 LOCAL RFPs RECEIVED: 0 NO BIDS: 0		

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

Approved: ____/s/____

Date: 2/23/18

Alliance Resource Consulting One World Trade Center, Ste 420 Long Beach, CA 90831	Affion Public 20 North Second Street, Ste 200 Harrisburg, PA 17101	RETURN TO SENDER Caldwell Business Group PO Box 19448 Amarillo, TX 799114
City Manager Solutions, Search Firm Alternative PO Box 891 Brady, TX 76825	CPS HR Consulting 2450 Del Paso Rd Ste 220 Sacramento, CA 95834	HC Smith, Ltd. 20600 Chagrin Blvd. Ste 200 Shaker Heights, OH 44122
JDGray Group 12617 Alfa Romeo Way Frisco, TX 75033	Johnson & Associates 8308 Tecumseh Drive Austin, TX 78753	Keller Consulting Group PO Box 393 Aransas Pass, TX 78335
The Mercer Group, Inc 551 W. Cordova Rd., Ste 726 Santa Fe, NM	Municipal Solutions, LLC 875 S. Estrella Pkwy #5038 Goodyear, AZ 85338	RETURN TO SENDER The Par Group – Paul A. Reaume, Ltd. 100 N. Waukegan Rd Ste 211 Lake Bluff, IL 60044
Ralph Anderson & Associates 5800 Standard Ranch Rd, Ste 410 Rocklin, CA 95765	RETURN TO SENDER Ray Associates, Inc. 1305 San Antonio St. Austin, TX 78701	Strategic Government Resources PO Box 1642 Keller, TX 76224
Texas First Group Replacement Services, Inc. PO Box 157 Leakey, TX 78873	Waters and Company, A Springsted Company 14285 Midway Rd Ste 340 Addison, TX 75001	