



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2018 JUL -3 AM 9:44

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Ian Appleyard
Director, Human Resources
Management

SUBJECT: Recruitment Services On-Call
Contracts

DATE: June 25, 2018

City Administrator Approval

Date:

7/2/18

RECOMMENDATION

Adopt a Resolution Authorizing the City Administrator to Establish an On-Call Contract with Cooperative Personnel Services Human Resources Consulting (CPS HR Consulting) to Provide Recruitment Services at a Total Contracting Cost Not to Exceed \$2,000,000 Over a Three-Year Period beginning September 1, 2018 through August 31, 2021.

EXECUTIVE SUMMARY

City Council approval of this resolution enables the City Administrator to expeditiously perform recruitment and selection services to fill vacant positions at all levels throughout the city, using CPS HR Consulting. CPS HR Consulting will serve on an "on-call" basis when their resources are needed and funding is available. CPS HR Consulting is recommended as the result of a Request for Proposal (RFP) process.

BACKGROUND / LEGISLATIVE HISTORY

On June 1, 2018, the Human Resources Management Department (HRM) initiated the RFP process in accordance with the requirements of the City's Purchasing Ordinance. As a result of those efforts, HRM is recommending an on-call contract with CPS HR Consulting firm to conduct recruitment and selection services. CPS HR Consulting has worked with HRM on various recruitments, specifically for public-safety positions, since at least 2013 and has demonstrated a recruitment methodology and capability to assist the City in recruiting high caliber candidates for positions in all levels of government.

ANALYSIS AND POLICY ALTERNATIVES

External search firms possess requisite expertise and can provide specific specialized services in all aspects of recruitment. These specialized services include marketing, confidential outreach to targeted candidates, vigorous reference checks, and compensation negotiation. Most importantly, search firms are used because they have a broad network to engage potential candidates and have staff available to run recruitment processes as needed. This same

Item: _____
Finance & Management Committee
July 17, 2018

approach would be utilized by CPS HR, while increasing the number of recruitments HRM can accommodate at one time, ultimately assisting the City with filling vacancies.

Upon conducting of an availability analysis, it was discovered that less than three (3) firms were certified local Oakland firms. Per the City of Oakland's Local/Small Local Business Enterprise (L/SLBE) program requirements, the 50% requirement was waived for this project per the availability analysis dated June 1, 2018.

At the original RFP closing period of June 18, 2018, only one (1) firm submitted a proposal - CPS HR Consulting.

In accordance with the City's contracting and purchasing requirements, the firm recommended by staff was selected through a formal competitive RFP process. The proposal was evaluated by the Principal HR Analyst (Recruitment), Human Resources Manager, and the Human Resources Director. The selected firm has proven performance records in facilitating recruitment services and identifying qualified candidates for various levels of government positions.

FISCAL IMPACT

The fee for recruitments can vary widely depending upon a variety of factors including recruitment scope, complexity, specialty and public engagement efforts required. In addition to the basic fee assessed for recruitments, firms typically charge for recruitment-related expenses. These expenses include travel costs for recruiters, advertisement costs, and the printing and duplication of marketing/exam materials. The approximate cost for recruitments used through this contract would typically be between \$6,500 - \$15,000; however, may vary depending on complexity as mentioned above.

All expenses related to recruitments are charged to the departments seeking the recruitment and selection services. Departments usually cover these expenses using accrued salary savings. HRM will verify with the Budget Office the availability of funding prior to engaging a firm's support on a recruitment.

PUBLIC OUTREACH / INTEREST

On June 1, 2018, the City of Oakland issued a Request for Proposals (RFP) which was advertised in the East Bay Times, POST and El Mundo. Additionally, a letter of announcement was sent to an extensive list of registered recruitment firms as well as promotion through the City's iSupplier, with notification to pre-registered vendors under the following industry codes: 561320-Temporary Help Services, 561330-Professional Employer Organizations, and 541612-Human Resources Consulting Services categories.

COORDINATION

HRM staff worked closely with the City Administrator's Contracts and Compliance Division to ensure that the process complied with the City's contracting and purchasing requirements and to coordinate activities related to the RFP process. This report has been reviewed and approved the City Attorney's Office, Budget Bureau and Contracts and Compliance.

SUSTAINABLE OPPORTUNITIES

Economic: No economic opportunities are identified in this report.

Environmental: No environmental opportunities are identified in this report.

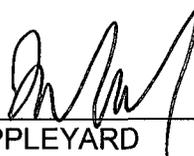
Social Equity: No social equity opportunities are identified in this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that City Council adopt a resolution authorizing the City Administrator to establish an On-Call contract with CPS HR Consulting to provide recruitment services at a total contracting cost not to exceed \$2,000,000 over a three-year period beginning September 1, 2018 through September 2, 2021.

For questions regarding this report, please contact Greg Preece, Human Resources Manager, (510) 238-7334.

Respectfully submitted,



IAN APPLEYARD
Director, Human Resources Management

Reviewed by:
Greg Preece
Human Resources Manager

Prepared by:
Lisa Wright, HR Operations Supervisor
Recruitment & Classification Division

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2018 JUL -3 AM 9:44 RESOLUTION No. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ESTABLISH AN ON-CALL CONTRACT WITH COOPERATIVE PERSONNEL SERVICES HUMAN RESOURCES CONSULTING (CPS HR CONSULTING) TO PROVIDE RECRUITMENT SERVICES AT A TOTAL CONTRACTING COST NOT TO EXCEED \$2,000,000 OVER A THREE-YEAR PERIOD BEGINNING SEPTEMBER 1, 2018 THROUGH AUGUST 31, 2021.

WHEREAS, it is in the interest of the City to utilize the professional services of a recruitment firm to provide on-call recruitment services due to the higher than normal percentage of open positions at the City of Oakland; and

WHEREAS, the City has put forth and received only one (1) response to a Request for Proposals to provide recruitment services for the City; and

WHEREAS, CPS HR Consulting was the only firm submitting a proposal; and

WHEREAS, CPS HR Consulting has engaged in projects with the City since at least 2013 and has demonstrated a recruitment methodology and capability to assist the City in recruiting candidates; and

WHEREAS, CPS HR Consulting has demonstrated it is highly qualified to provide recruiting services and candidate referrals for all levels of government jobs; now, therefore be it

RESOLVED, that the City Council hereby authorizes the City Administrator to establish an on-call contract with CPS HR Consulting to provide recruitment services at a total contracting cost not to exceed \$2,000,000 over a three-year period beginning September 1, 2018 through August 31, 2021; and be it

FURTHER RESOLVED, that based on information provided by the City Administrator, the Council finds that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED, that the funding will be available from salary savings in departments seeking executive recruitment services upon the existence of such vacancies; and be it

FURTHER RESOLVED, that the City Attorney will review and approve the proposed contracts as to form and legality and copies will be on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California