



AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: Mary Hao
Director of Human
Resources Management

SUBJECT: Executive Recruitment Agencies
Agreements Extension and Additional
Funding

DATE: January 28, 2025

City Administrator Approval


Jestin Johnson (Feb 18, 2025 17:28 PST)

Date: Feb 18, 2025

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With The Hawkins Company To Continue Provision Of Executive Recruitment Staffing Services For The Period Of October 3, 2024, Through October 2, 2026, Cooperative Personnel Services D.B.A. CPS HR Consulting To Continue Provision Of Executive Recruitment Staffing Services For The Period Of January 3, 2025 Through January 2, 2027, Baker Tilly Advisory Group LP To Continue Provision Of Executive Recruitment Staffing Services For The Period Of October 17, 2024 Through October 16, 2026, The Byers Group CA, Inc. To Continue Provision Of Executive Recruitment Staffing Services For The Period Of October 3, 2024 Through October 2, 2026 And Ralph Andersen & Associates To Continue Provision Of Executive Recruitment Staffing Services For The Period Of January 3, 2025 Through January 2, 2027, And For Each Of The Aforementioned Executive Recruitment Agency Contract, Add An Amount Of \$125,000.00 For Contract Year One And \$125,000 For Contract Year Two For A Total Amount Of \$500,000 Over The Four-Year Term Of Each Contract.

EXECUTIVE SUMMARY

The City of Oakland issued a Request for Proposals (“RFP”) for Executive Recruitment Services on May 13, 2022. Responses for that RFP were due on June 3, 2022.

Accordingly, the proposed resolutions accompanying this report authorize the City Administrator to extend the Professional Services Agreement with The Hawkins Company, Cooperative Personnel Services d.b.a. CPS HR Consulting, Baker Tilly Advisory Group Parent, LP, The Byers Group CA, Inc., and Ralph Andersen & Associates. Staff proposes that the City Council authorize a two-year extension of the current contract services agreement with the five executive recruitment agencies and incorporate a cost increase in the fiscal year 2024-2025 of

Finance and Management Committee
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\$125,000 and incorporate a cost increase in the fiscal year 2025-2026 of \$125,000. This contract extension and increase provides city-wide executive recruitment services through January 2, 2027.

BACKGROUND / LEGISLATIVE HISTORY

The Human Resources Management Department administers the City's executive recruitment contract agreements. To support that administration, the City engages executive recruitment agencies The Hawkins Company, Cooperative Personnel Services d.b.a. CPS HR Consulting, Baker Tilly Advisory Group Parent, LP, The Byers Group CA, Inc., and Ralph Andersen & Associates to provide services that ensure all City departments are able to fill executive vacancies.

Pursuant to the RFP process that concluded on June 3, 2022, the City selected The Hawkins Company, Cooperative Personnel Services d.b.a. CPS HR Consulting, Baker Tilly Advisory Group Parent, LP, The Byers Group CA, Inc., and Ralph Andersen & Associates to provide executive recruitment services. Between October 2022 and January 2023, the City completed a contract agreement with each of the five selected executive recruitment agencies in the amount of \$250,000.00 each for a two-year agreement.

The contract agreement with The Hawkins Company expired on October 2, 2024. The contract currently has \$188k available in funding. The contract agreement with Cooperative Personnel Services d.b.a. CPS HR Consulting expired on January 2, 2025, and has \$172k remaining in funding. The contract agreement with Baker Tilly Advisory Group Parent, LP, expired on January 2, 2025, and has \$223k remaining in funding. The contract agreement with The Byers Group CA, Inc. expired on October 2, 2024, and has \$6k available in funding. The contract agreement with Ralph Andersen & Associates expired on January 2, 2025, and has \$133k remaining.

ANALYSIS AND POLICY ALTERNATIVES

Having reliable executive recruitment services vendors available ensures that departments are able to fill executive vacancies by working with vendors who specialize in recruiting executives. These agencies have access to a pool of highly qualified candidates and are able to expedite the recruitment process. These agencies understand the specific needs of government organizations, the leadership competencies required and have an established network of professional who are suited for the roles. This partnership ensures that executive vacancies are filled effectively and efficiently ensuring that the department's needs is filled with the most qualified candidate, contributing to responsive and trustworthy government. Currently, the Finance Department has a vacancy which they need to fill through an executive recruitment agency.

Staff recommends authorization of this two-year contract extension and increase of \$250,000.00 to each contract with a total of \$500,000 over the four-year contract term for each agreement, because The Hawkins Company, Cooperative Personnel Services d.b.a. CPS HR Consulting, Baker Tilly Advisory Group Parent, LP, The Byers Group CA, Inc., and Ralph Andersen &

Associates were found to provide the best quality and value of executive recruitment services through an RFP conducted on June 3, 2022. Staff recommends that all contracts be amended to add funding as executive recruitment services vary in pricing depending on the vacancy, and high-level recruitments can quickly deplete a contract.

FISCAL IMPACT

This contract extension and the increase will continue for two years and result in a cost of \$125,000.00 for the contract year 2024-2025 and a cost of \$125,000.00 for the contract year 2025-2026 for each executive recruitment services agency for a total of 500,000 over the four-year contract term for each agreement. Funding for this contract is budgeted by individual departments that utilize the executive recruitment services on an as needed basis, and no additional budgetary adjustment is necessary. Departments determine how to fund any executive recruitment service requested.

PUBLIC OUTREACH / INTEREST

There are no public outreach opportunities associated with this report further than the required publication on the City's website.

COORDINATION

Development of this report was coordinated with internal staff in the Human Resource Management Department.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Race & Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With The Hawkins Company To Continue Provision Of Executive Recruitment Staffing Services For The Period Of October 3, 2024, Through October 2, 2026, Cooperative Personnel Services D.B.A. CPS HR Consulting To Continue Provision Of Executive Recruitment Staffing Services For The Period Of January 3, 2025 Through January 2, 2027, Baker Tilly Advisory Group LP To Continue Provision Of Executive Recruitment Staffing Services For The Period Of October 17, 2024 Through October

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For questions regarding this report, please contact LARA WILLIAMS, ADMINISTRATIVE SERVICES MANAGER, at (510) 238-6676.

Respectfully submitted,

Mary Hao

Mary Hao (Feb 18, 2025 08:49 PST)

MARY HAO
Director/Human Resources Management
Department

Prepared by: Lara Williams, Administrative
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Human Resources Management Department

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