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OFFICE OF THE CITY CLERK
OAKLAND

AGENDA REPORT

2015 MAR 13 AM 12:15

TO: JOHN A. FLORES
INTERIM CITY ADMINISTRATOR

FROM: Anil Comelo

SUBJECT: Increase Contract with CPS HR Consulting

DATE: February 25, 2015

City Administrator
Approval

Date

3/12/15

RECOMMENDATION

COUNCIL DISTRICT: Citywide

Staff recommends that City Council adopts the following legislation:

A Resolution Amending The Contract For Full Service Public Sector Human Resource Services With CPS HR Consulting To Increase The Contract Amount By \$200,000 (Two Hundred Thousand Dollars) To A New Cap Of \$400,000 (Four Hundred Thousand Dollars) For The Entire Two-Year Contract Term of November 6, 2013 to November 5, 2015

OUTCOME

Approving the resolution will enable the City Administrator to increase the contract with CPS HR Consulting, so that HRM staff can continue to use CPS HR Consulting to perform services to support intermittent peak staffing needs for Police Department and Fire Department recruitments. The list of as-needed services includes: exam proctoring services, data entry and verification of test data and score information, examination development, test validation studies, as well as classification and compensation studies on an as-needed basis.

BACKGROUND/LEGISLATIVE HISTORY

A market search was conducted to determine if there were at least three certified local firms in the Oakland area with the capacity for a full service public sector human resource support service. Compliance staff determined that there were three firms representing public sector human resource services, two were in California and one in Arizona. Resolution No. 85689 C.M.S. was approved November 11, 2013, waiving advertisement, competitive Request for Proposal/Qualifications (RFP/Q) process and Local/Small Local Business Enterprise (L/SLBE) Program for CPS HR Consulting.

The Oakland City Charter, Section 902(e) provides that the contract will not result in loss of employment or salary by any permanent Civil Service employee. The contract is compliant with the Charter Section 902(e) as the contract is designed to augment existing staffing capacity for intermittent, temporary, and high volume recruitment activities during a particularly demanding ramp-up time. The Oakland Police Department has increased the sworn strength over a two year period: 613 authorized Full Time Employees (FTE) effective July 2012, 665 authorized FTE July

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2013, 707 authorized FTE July 2014. Currently the Oakland Police Department's authorized strength is 722 authorized FTE. The contractor's services have been used primarily to support filling critical vacancies in the Police Department, particularly large scale testing for Police Officer Trainees (academy candidates) and other critical positions requiring large scale or high staffing demand exams.

The current contract term for CPS HR Consulting is from November 6, 2013, to November 5, 2015, in the amount not to exceed \$200,000 (two hundred thousand dollars). Increase of the contract with CPS HR Consulting by \$200,000 (two hundred thousand dollars), for a total of \$400,000 (four hundred thousand dollars) requires City Council approval.

ANALYSIS

CPS HR Consulting has performed well throughout the existing agreement; their intermittent support has enabled HRM to facilitate nine recruitment academies for Police Officer Trainee applicants and several highly specialized civilian examinations in the Police Department. To continue to provide the Police Department with pools of candidates for upcoming academies, ongoing testing is required. Additionally, HRM and the Fire Department have begun planning for an entry level Fire Fighter Trainee recruitment in the next few months, which is another recruitment activity that creates peaks needs for intermittent support over several months. Without intermittent support, HRM does not have the capacity to support continuous Police Officer Trainee recruiting concurrently with an entry level Fire Fighter Trainee recruitment. Increasing the contract with CPS HR Consulting will enable HRM to effectively support public safety recruiting priorities while maintaining current service levels for City departments.

There are currently 64 recruitments in process citywide and recruitment time averages are consistently shrinking. HRM has made great progress in reducing the backlog of citywide recruitments and would like to keep up the momentum to continue to capitalize on recruitment timeline improvements.

PUBLIC OUTREACH

No public outreach is required other than the required posting on the City's website.

COORDINATION

HRM staff coordinated with Budget, the Office of the City Administrator, and the City Attorney's Office prior to the execution of the agreement with CPS HR Consulting. The staff report and resolution have been reviewed by City Attorney's Office, Controller's Bureau and the City Administrator's Office.

COST SUMMARY/IMPLICATIONS

Approving the resolution will enable the City Administrator to raise the contact cap with CPS HR Consulting by \$200,000. The contract specifies that work is to be performed on an as-needed basis upon request by the City, so increasing the contract cap as proposed does not in itself obligate funds. Source of funding for full service public sector human resources is covered by the General Purpose Fund 1010, Employment and Classification 05211, Miscellaneous Contract Services 54919, Background Check A468512, Police Training PS09.

SUSTAINABLE OPPORTUNITIES

Economic: There are no direct economic opportunities resulting from this action

Environmental: There are no direct environmental impacts resulting from this action.

Social Equity: There are no social equity impacts resulting from this action.

For questions regarding this report, please contact Lisette Del Pino at (510) 238-3179.

Respectfully submitted,



Anil Comelo, Director
Human Resources Management

Prepared by:
Lisette Del Pino, Senior Human Resource Analyst

Reviewed by:
Kip Walsh, Human Resources Manager

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

DRAFT

City Attorney

2015 MAR 13 AM 12:15

RESOLUTION No. _____ C.M.S.

A RESOLUTION AMENDING THE CONTRACT FOR FULL SERVICE PUBLIC SECTOR HUMAN RESOURCE SERVICES WITH CPS HR CONSULTING TO INCREASE THE CONTRACT AMOUNT BY \$200,000 (TWO HUNDRED THOUSAND DOLLARS) TO A NEW CAP OF \$400,000 (FOUR HUNDRED THOUSAND DOLLARS) FOR THE ENTIRE TWO-YEAR CONTRACT TERM OF NOVEMBER 6, 2013 TO NOVEMBER 5, 2015

WHEREAS, the Oakland City Charter Section 2.04.020 authorizes the City Administrator to enter into contracts for professional or specialized services up to one hundred thousand dollars (\$100,000) in any single transaction or term agreement; and

WHEREAS, in November 2013 the City Council passed Resolution No. 84689 waiving advertisement, competitive Request for Proposal/Qualifications (RFP/Q) and Local/Small Local Business Enterprise (L/SLBE) Program for CPS HR Consulting; and

WHEREAS, the City entered into an agreement effective December 2, 2013, with CPS HR Consulting for such services on an as-needed basis in an amount not to exceed \$200,000 (two hundred thousand dollars); and

WHEREAS, there is a continuing need to provide the City with full service public sector human resource services, in particular for the Police Department; and

WHEREAS, based on the representations of the City Administrator, 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 service; and

WHEREAS, funds are available for this contract in the Human Resources Management Department budget allocation; now, therefore, be it

RESOLVED, that the City Council finds that pursuant to Oakland Municipal Code sections 2.04.051.B, for the reasons stated above and in the report accompanying this resolution that it is in the best interests of the City that the professional contract with CPS HR, Consulting be increased by \$200,000 (two hundred thousand dollars) to a new cap of \$400,000 (four hundred thousand dollars); and be it

FURTHER RESOLVED, that the City Attorney shall review and approve the proposed contract as to form and legality and copies of the agreement shall be filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

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

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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