



AGENDA REPORT

TO: JOHN A. FLORES
Interim City Administrator

FROM: Anil Comelo

SUBJECT: Supplemental to CPS-HR Consulting
Contract Extension & Increase Contract Amount

DATE: April 9, 2015

City Administrator
Approval

Date

4/9/15

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that Council adopt:

Resolution Waiving The Competitive Request For Proposal/Qualifications (RFP/Q) Process And Amending The On Call Contract With Cps-Hr, Consulting For Full Service Public Sector Human Resource Services To Increase The Contract Amount By \$200,000 (Two Hundred Thousand Dollars) To A New Cap Of \$400,000 (Four Hundred Thousand Dollars) And For An Additional One Year For A Total Of Three Years Duration For Additional Services

REASON FOR SUPPLEMENTAL REPORT

At the March 31, 2015, City Council meeting, the City Attorney requested that Staff provide clarifying language regarding the term of the original contract between the City and CPS-HR Consulting and the justification to extend the term by one year and increase the contract amount by \$200,000, as proposed.

CONTRACT TERM & COST SUMMARY/IMPLICATIONS

The original contract term between the City of Oakland and CPS-HR Consulting is from December 2013 to December 2015.

At the time the City entered into the contract, the Human Resources Management Department (HRM) was uncertain as to how much staff would leverage CPS-HR Consulting's support, and thus how much of the original \$200,000 contract amount would be expended over the two year term. HRM also had limited funds allocated to Police recruiting (\$400,000). Consequently, the Recruitment and Classification Division planned to allot half of the funds (\$200,000) for other

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recruitment activities. As the City instituted continuous testing for Police Officer Trainees, other recruitment-related needs surfaced (the need to do a transportability/validation study of the Physical Agility Test, for instance) for which HRM had not budgeted within the original \$200,000. Furthermore, Staff faced additional recruitment staffing demands during the contract period when HRM was tasked to conduct an entry-level Firefighter Trainee exam. If funding is confirmed, the Firefighter Trainee recruitment will represent close to \$100,000 in new costs that were not anticipated at the inception of the original contract with CPS-HR Consulting.

The total budgeted cost of the revised contract with CPS-HR Consulting will increase from \$200,000 to \$400,000. The contract term will be extended to December 2016.

For questions regarding this report, contact Kip Walsh, HR Manager, Recruitment & Classification at kwalsh@oaklandnet.com or (510) 238-7334.



Anil Comelo, Director
Human Resources Management

REVISED
4-9-15

Approved as to Form and Legality

DRAFT

City Attorney

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

2015 APR 10 AM 3:24

RESOLUTION NO. _____ C.M.S.

RESOLUTION WAIVING THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATIONS (RFP/Q) PROCESS AND AMENDING THE ON CALL CONTRACT WITH CPS-HR, CONSULTING FOR FULL SERVICE PUBLIC SECTOR HUMAN RESOURCE SERVICES TO INCREASE THE CONTRACT AMOUNT BY \$200,000 (TWO HUNDRED THOUSAND DOLLARS) TO A NEW CAP OF \$400,000 (FOUR HUNDRED THOUSAND DOLLARS) AND FOR AN ADDITIONAL ONE YEAR FOR A TOTAL OF THREE YEARS DURATION FOR ADDITIONAL SERVICES

WHEREAS, in November 2013 the City Council passed Resolution No. 84689 CMS waiving advertisement, competitive Request for Proposal/Qualifications (RFP/Q) and Local/Small Local Business Enterprise (L/SLBE) Program and awarded a contract to CPS-HR Consulting in the amount of \$200,000 for as-needed public sector human resource services to expedite recruitment and hiring of essential staff; and

WHEREAS, the City executed a contract with CPS-HR Consulting for the term December 2, 2013 to December 2015, but expended the contract amount earlier than expected because it was not fully known at the time what the volume and cost of services would be and original estimates proved to be understated; and

WHEREAS, the City has a continuing need for full service public sector human resource services that staff cannot meet, in particular for the Police Department and the Fire Department, to meet the City's recruitment and hiring objectives; and

WHEREAS, Oakland Municipal Code section 2.04.051 requires staff to conduct a competitive request for proposal/qualifications (RFP/Q) selection process for the procurement of professional services unless the council finds it is in the best interests of the City to waive such requirements; and

WHEREAS, the City Administrator recommends that it is in the best interests of the City to waive the advertising and RFP/Q process for these recruitment and testing services and extend the contract with CPS-HR Consulting for an additional year because no other organizations have been identified that can both provide the breadth of services needed and has the depth of public sector experience needed; and

WHEREAS, a market search and availability analysis were conducted in October 2013 and again in January 2015 and it was determined that only one firm, CPS HR, emerged with a full

service complement of public sector human resource support services to satisfy the scope of services; 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;

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 to extend the contract with CPS-HR, Consulting for as-needed public sector human resource services for an additional year for a total of three years; and

FURTHER RESOLVED: That the contract with CPS-HR, Consulting for as-needed public sector human resource services is extended for one year and is increased by \$200,000 (two hundred thousand dollars) to a new cap of \$400,000 (four hundred thousand dollars) for the additional work; 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, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and
PRESIDENT GIBSON-MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION WAIVING THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATIONS (RFP/Q) PROCESS AND AMENDING THE ON CALL PROFESSIONAL SERVICES CONTRACT WITH CPS-HR, CONSULTING 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) AND FOR AN ADDITIONAL ONE YEAR FOR A TOTAL OF THREE YEARS DURATION FOR ADDITIONAL SERVICES THE ENTIRE TWO YEARS CONTRACT DURATION

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~~ and awarded a contract to CPS-HR Consulting in the amount of \$200,000 for as-needed public sector human resource services to expedite recruitment and hiring of essential staff; and

WHEREAS, the City ~~executed~~ ~~entered~~ into a contract with CPS-HR Consulting for the term an agreement effective December 2, 2013 to December 2015, but expended the contract amount earlier than expected because it was not fully known at the time what the volume and cost of services would be and original estimates proved to be understated due to **[state reasons why the original budget was exhausted early]** with CPS HR, Consulting for such services on as-needed basis in an amount not to exceed \$200,000 (two hundred thousand dollars); and

WHEREAS, ~~the City has~~ there is a continuing need to provide the City with ~~for~~ full service public sector human resource services that staff cannot meet, in particular for the Police Department and the Fire Department, to meet the City's recruitment and hiring objectives; and

WHEREAS, Oakland Municipal Code section 2.04.051 requires staff to conduct a competitive request for proposal /qualifications (RFP/Q) selection process for the procurement of professional services unless the council finds it is in the best interests of the City to waive such requirements; and

WHEREAS, the City Administrator recommends that it is in the best interests of the City to waive the advertising and RFP/Q process for these recruitment and testing services and extend the contract with CPS-HR Consulting for an additional year **[an additional year?]** because no

other organizations have been identified that can both provide the breadth of services needed and has the depth of public sector experience needed; and

WHEREAS, a market search and availability analysis were conducted in October 2013 and again in January 2015 [when?] and it was determined that only one firm, CPS HR, emerged with a full service complement of public sector human resource support services to satisfy the scope of services; 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;

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 to extend the that the professional contract with CPS-HR, Consulting for as-needed public sector human resource services for [how long?]an additional year for a total of three years; and

FURTHER RESOLVED: That the contract with CPS-HR, Consulting for as-needed public sector human resource services is extended for one year [how long? New term?] and beis increased by \$200,000 (two hundred thousand dollars) to a new cap of \$400,000 (four hundred thousand dollars) for the additional work; 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, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON-MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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

FILED
OFFICE OF THE CITY CLERK
OAKLAND


City Attorney

OAKLAND CITY COUNCIL

2015 APR 10 AM 3:21

RESOLUTION No. _____ C.M.S.

RESOLUTION WAIVING THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATIONS (RFP/Q) PROCESS AND AMENDING THE ON CALL CONTRACT WITH CPS-HR, CONSULTING FOR FULL SERVICE PUBLIC SECTOR HUMAN RESOURCE SERVICES TO INCREASE THE CONTRACT AMOUNT BY \$200,000 (TWO HUNDRED THOUSAND DOLLARS) TO A NEW CAP OF \$400,000 (FOUR HUNDRED THOUSAND DOLLARS) AND FOR AN ADDITIONAL ONE YEAR FOR A TOTAL OF THREE YEARS DURATION FOR ADDITIONAL SERVICES

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WHEREAS, the City executed a contract with CPS-HR Consulting for the term December 2, 2013 to December 2015, but expended the contract amount earlier than expected because the City needed more recruitments services than were anticipated in 2013 when the contract was executed; and

WHEREAS, the City has a continuing need for full service public sector human resource services that staff cannot meet, in particular for the Police Department and the Fire Department, to meet the City's recruitment and hiring objectives; and

WHEREAS, Oakland Municipal Code section 2.04.051 requires staff to conduct a competitive request for proposal/qualifications (RFP/Q) selection process for the procurement of professional services unless the council finds it is in the best interests of the City to waive such requirements; and

WHEREAS, the City Administrator recommends that it is in the best interests of the City to waive the advertising and RFP/Q process for these recruitment and testing services and extend the contract with CPS-HR Consulting for an additional year because no other organizations have been identified that can both provide the breadth of services needed and has the depth of public sector experience needed; and

WHEREAS, a market search and availability analysis were conducted in October 2013 and again in January 2015 and it was determined that only one firm, CPS HR, emerged with a full

service complement of public sector human resource support services to satisfy the scope of services; 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;

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 to extend the contract with CPS-HR, Consulting for as-needed public sector human resource services for an additional year for a total of three years; and

FURTHER RESOLVED: That the contract with CPS-HR, Consulting for as-needed public sector human resource services is extended for one year and is increased by \$200,000 (two hundred thousand dollars) to a new cap of \$400,000 (four hundred thousand dollars) for the additional work; 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, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT GIBSON-MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
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