

# Agenda Report

May 15, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources

**SUBJECT:** **CONTRACT AWARDS TO GALLAGHER BENEFIT SERVICES, INC; CITY MANAGEMENT ADVISORS, LLC; TERI BLACK & COMPANY, LLC AND WBCP, INC FOR EXECUTIVE RECRUITMENT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$1,800,000**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Gallagher Benefit Services, Inc (Koff & Associates) for Executive Recruitment Services for a total amount not-to-exceed \$270,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$90,000;
3. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with City Management Advisors, LLC (Peckham & McKenney) for Executive Recruitment Services for a total amount not-to-exceed \$270,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$90,000;
4. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with Teri Black & Company, LLC for Executive Recruitment Services for a total

amount not-to-exceed \$270,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$90,000; and

5. Authorize the City Manager to enter into a contract, as a result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with WBCP, Inc for Executive Recruitment Services for a total amount not-to-exceed \$270,000 over a three-year term with the option to extend the contract by two optional one-year extension periods. The value of each optional one-year extension period is not-to-exceed \$90,000.

**BACKGROUND:**

The Employment Services Division of the Human Resources Department partners with executive recruiters to conduct nationwide talent searches while tapping into their extensive network of candidates. This supports the department's mission to attract, retain, and develop a diverse and highly qualified workforce for the City of Pasadena. On March 20, 2023, a new Request for Proposal (RFP) was issued and the City received eleven responses. All proposals were evaluated by an internal panel consisting of representatives from Human Resources. The scope of work includes performing any and all tasks related to a search for and selection of high-level professionals and includes council appointed positions, department directors and senior management.

The responses were evaluated by the internal panel and scored according to specific criteria detailed in the RFP that consisted of relevant experience, cost effectiveness and whether the vendor is a local Pasadena business or small business. The internal panel individually scored each of the written proposals and the scores were tabulated. Attachment A contains a summary of the proposals and scoring based on established evaluation criteria. The following selected top four vendors in rank order are recommended to provide services:

<b>FIRM</b>	<b>LOCATION</b>	<b>Score</b>
Gallagher Benefit Services, Inc (Koff & Associates)	Berkeley, CA	88.50
City Management Advisors, LLC (Peckham & McKenney)	Roseville, CA	86.67
Teri Black & Company, LLC	Torrance, CA	86.30
WBCP, Inc	Rogue River, OR	86.02

Each selected firm demonstrated notable knowledge and experience in municipal recruiting in California and received an average score of 86 or greater. When executive recruitment assignments are identified, one of these four contracted vendors will be solicited. The not-to-exceed contract amount of \$90,000 per year per vendor was calculated based on the average pricing provided by the selected vendors and the estimated number of executive recruitments required annually based on past and

projected usage. The City retains the right to engage other vendors for recruitment services as needed based on availability and type of engagement required.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.


**FISCAL IMPACT:**

The maximum cost under this combined contract will be an amount not to exceed \$1,800,000 if the optional extensions for a fourth and fifth year are exercised. Funding for this action will be addressed utilizing existing budgeted appropriations from salary savings in the operating budgets of the hiring departments.

Respectfully submitted,

  
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Director of Human Resources

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Approved by:

  
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Attachments: (2)

Attachment A – RFP Scoring and Ranking Summary  
Attachment B – TPA for all submitted bids