

Legislation Details (With Text)

**File #:** 15-7622      **Version:** 1      **Name:**  
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**File created:** 2/19/2018      **In control:** City Council Business Meeting  
**On agenda:** 4/9/2018      **Final action:** 4/9/2018  
**Title:** Executive Recruiting Services

**Attachments:**

Date	Ver.	Action By	Action	Result
4/9/2018	1	City Council Business Meeting	Approve	Pass

**Executive Recruiting Services**

**Action:**

- A. Approve contracts with the following companies for Executive Recruiting Services for an initial term of three years:**
- Creative Management Staffing Services LLC,
  - Krauthamer & Associates, Inc.,
  - The Mercer Group, Inc.,
  - Ralph Andersen & Associates,
  - Reffett Associates, and
- B. Authorize the City Manager to renew the contracts for up to two additional one year terms with possible price adjustments and to amend the contracts consistent with the purpose for which the contracts were approved.**

**Staff Resource(s):**

Sheila Simpson, Human Resources

**Explanation:**

- On an as-needed basis, the City uses search firms in the recruitment and selection of high executive-level positions such as Department Directors.
- Use of executive search firms is a best practice amongst large cities, and allows the City to have immediate access to pre-qualified firms who can assist with strategic recruitment of exemplary talent.
- These firms, which have the ability to identify and attract qualified individuals broadly, will be used as needed to assist in the recruitment process including developing employment profiles, strategies, processes, and timelines for each position.
- These firms will also be responsible for advertisement of positions, screening applications, scheduling interviews, and developing selection criteria and interview questions.
- On November 21, 2017, the City issued a Request for Qualifications; 18 proposals were received from interested service providers.
- The above firms were determined to best meet the City’s needs on the basis of experience and qualifications.
- It is anticipated that the contract can be renewed for up to two additional, one-year terms at prices to be negotiated based on market conditions.
- The estimated contract expenditure for each contract is \$120,000 over the initial three year term of the contract.

### **Charlotte Business INclusion**

The City negotiates subcontracting participation after the selection process (Part C:2.1 of the Charlotte Business Inclusion Policy). Creative Management Staffing Services has identified Asgard Group LLC (MWBE) to perform 3% (Management and Business Consulting). Reffett Associates (VET) has committed to 3% of the total contract amount with MWBE firms in various scopes of services such as:

- Transportation
- Printing
- Background checks
- Research

### **Fiscal Note**

Funding: Human Resources Operating Budget