

CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

AGENDA DATE: January 17, 2024

PUBLIC HEARING DATE: Not Applicable

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Mary Wiggins, Chief Human Resources Officer (915) 212-1267
K. Nicole Cote, Managing Director (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 6: Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: 6.1 Recruit and retain a skilled and diverse workforce

SUBJECT:

Discussion and action on the award of solicitation 2024-0080R Executive Recruitment Services for City Manager to Baker Tilly US, LLP for an estimated amount of \$42,585.00. This contract will assist the City with conducting a search to select a new City Manager.

BACKGROUND / DISCUSSION:

The awarded firm will assist the City of El Paso with conducting a search to select a new City Manager. The awarded firm will meet with Council, staff, community groups, and leaders; the search includes a community engagement process. The firm will complete a comprehensive community profile and recruitment brochure in both English and Spanish. The firm will also conduct a comprehensive national search and provide the City with a final selection of the most qualified candidates.

SELECTION SUMMARY:

Solicitation was advertised on September 26, 2023, and October 3, 2023. The solicitation was posted on City website on September 26, 2023. There were a total of seventeen (17) viewers online; four (4) proposals were received; one (1) from a local supplier.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$19,585.00, which represents a 85.15% increase due to additional scope of work added to the contract and price increases in the marketplace.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

Amount: \$42,585.00

Funding Source: Non-Departmental

Account: 999-1000-99999-544110

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? YES NO

PRIMARY DEPARTMENT: Human Resources

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Mary Wiggins

Mary Wiggins, Chief Human Resources Officer

Project Form
Request for Proposals

*****Posting Language Below*****

Please place the following item on the Regular Agenda for the City Council of January 17, 2024.

Strategic Goal 6 - Set the Standard for Sound Governance and Fiscal Management

The linkage to the Strategic Plan is subsection: 6.1 Recruit and retain a skilled and diverse workforce

Award Summary:

Discussion and action on the award of solicitation 2024-0080R Executive Recruitment Services for City Manager to Baker Tilly US, LLP for an estimated amount of \$42,585.00. This contract will assist the City with conducting a search to select a new City Manager.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$19,585.00, which represents a 85.15% increase due to additional scope of work added to the contract and price increases in the marketplace.

Department:	Human Resources
Award to:	Baker Tilly US, LLP
City & State:	Madison, WI
Item(s):	All
Initial Term:	Upon Completion
Option Term:	N/A
Total Contract Time:	Upon Completion
Annual Estimated Award:	N/A
Initial Term Estimated Award:	N/A
Option Term Estimated Award:	N/A
Total Estimated Award:	\$42,585.00
Account(s):	999-1000-99999-544110
Funding Source(s):	Non-Departmental
District(s):	All

This was a Request for Proposals Procurement – service contract

The Purchasing & Strategic Sourcing and Human Resources Departments recommend award as indicated to Baker Tilly US, LLP the highest ranked offeror based on the evaluation factors established in the evaluation criteria for this procurement.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

Additionally, it is requested that the City Attorney's Office review and that the City Manager or designee be authorized to execute any related contract documents and agreements necessary to effectuate this award.

Request for Proposal

Solicitation 2024-0080R Executive Recruitment Services for City Manager

	Max Points	Baker Tilly US, LLP	Kyle Martin DBA Ghost Mountain, LLC - Proposal Deemed Non-Responsive	Recruiting Source International, LLC - Proposal Deemed Non-Responsive	Sparrow Company, LLC DBA Sparrow Search, LLC
Factor A - Price					
Total Score	15	15.00			12.96
Factor B - Understanding of Scope of Work					
Total Score	10	9.33			9.67
Factor C - Prior Experience					
General Experience	10	10.00			0.00
Specialized Experience	15	14.33			5.00
Total Score	25	24.33			5.00
Factor D - References					
Total Score	10	2.93			0.00
Factor E - Qualifications and Capabilities of Assigned Key Personnel					
Total Score	15	15.00			9.00
Factor F - Recruitment Methodology					
Total Score	25	23.33			17.22
Totals	100	89.92			53.85

Committee Scoresheet - Step 2

	Max Points	Baker Tilly US, LLP
Presentation		
Total Score	100	96.67

Final Scoresheet

	Max Points	Weight	Baker Tilly US, LLP
Step 1	100	90%	80.93
Step 2	100	10%	9.67
Total Score			90.60



**CITY OF EL PASO
REQUEST FOR PROPOSALS TABULATION FORM**



Solicitation Title: Executive Recruitment Services for City Manager

Solicitation #: 2024-0080R

Due Date: October 25, 2023

Department: Human Resources

BIDDER'S NAME:	LOCATION:	AMENDMENT(S) ACKNOWLEDGED:
Baker Tilly US, LLP	Madison, WI	YES
Kyle Martin DBA Ghost Mountain, LLC	Seattle, WA	YES
Recruiting Source International, LLC	Katy, TX	YES
Sparrow Company, LLC DBA Sparrow Search, LLC	El Paso, TX	YES
RFPs SOLICITED:719 LOCAL RFPs SOLICITED:240 RFPs RECEIVED:4 LOCAL RFPs RECEIVED:1 NO BIDS:4		

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

Approved: /s/

Date: 10/27/23

2024-0080R Executive Recruitment Services for City Manager

View List

No.	Participant Name	City	State
1	Recruiting Source International LLC	Katy	TX
2	GC Services Limited Partnership	Houston	TX
3	Group Travel Consultants, Inc	Orlando	FL
4	Ralph Andersen & Associates	Rocklin	CA
5	Textbook Warehouse (Textbook Warehouse, LLC)	Alpharetta	GA
6	Sparrow Company LLC	El Paso	TX
7	Ghost Mountain LLC	Seattle	WA
8	Baker Tilly US, LLP	Plano	TX
9	365 Health & Fitness (365 III.VI.V. FITNESS, INC.)	Leonard	TX
10	Octavias Group LLC (Paris O. Davidson)	El Paso	TX
11	Americas Best Strategic Security Group LLC	El Paso	TX
12	AustinWorkNet	Austin	TX
13	Ironwood Business Consulting, LLC	The Woodlands	TX
14	Milliman, Inc.	Dallas	TX
15	Servin, LLC	El Paso	TX
16	The Cable Source (The Cable Source Ltd. Co.)	El Paso	TX
17	The Outsource Connection, Inc	El Paso	TX