

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

AGENDA DATE: December 12, 2023

PUBLIC HEARING DATE: NA

CONTACT PERSON(S) NAME AND PHONE NUMBER:

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

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 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 No. 2024-0113R Executive Recruiting Services (Re-Bid) for on-call executive recruitment services. Services will be requested on a task order basis by and between the following two (2) firms:

1. Baker Tilly US, LLP; and
2. Octagon Staffing, LLC

Each consultant will perform the work on a task order basis pursuant to the rates established in Solicitation No. 2024-0113R. Each on-call executive recruitment award for an initial term of three (3) years for an estimated amount of \$540,000.00. The award also includes a two (2) year option for an estimated amount of \$360,000.00. The total amount of the contract, including the initial term plus the option for a total of five (5) years, is for an estimated amount of \$900,000.00.

BACKGROUND / DISCUSSION:

This contract is to conduct searches for qualified candidates for various executive positions in the City. Searches shall include a wide range of specialty practices including functional management and other municipal specialties. The Consultant shall utilize worldwide searches, if necessary, to identify the candidates that are best qualified to meet the City's needs.

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 twenty-six (26) viewers online; four (4) proposal were received, one (1) being a local vendor.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$90,000.00 for the initial term, which represents a 20.00% increase due to additional executive positions included under this contract.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

NA

AMOUNT AND SOURCE OF FUNDING:

Amount: \$540,000.00

Funding Source: 999 – 999999 – 9999 – 99999

Account: Various Departments

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES ___ NO

PRIMARY DEPARTMENT: Human Resources

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:

Mary Wiggins

Mary L. 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 December 12, 2023.

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 No. 2024-0113R Executive Recruiting Services (Re-Bid) for on-call executive recruitment services. Services will be requested on a task order basis by and between the following two (2) firms:

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Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$90,000.00 for the initial term, which represents a 20.00% increase due to additional executive positions included under this contract.

This was a Request for Proposals Procurement – service contract.

The Purchasing & Strategic Sourcing Department and Human Resources Department recommend award as indicated to Baker Tilly US, LLP and Octagon Staffing, LLC the highest ranked offerors based on the evaluation factors established in the evaluation criteria for this procurement and to deem Brightpath Associates, LLC non responsive due not providing a fixed cost but a percentage amount.

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.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

CITY OF EL PASO RFP SCORESHEET

PROJECT: 2024-0113R Executive Recruiting Services (Re-Bid)

Evaluation of Submittal

		Octagon Staffing, LLC Galveston, TX	Baker Tilly US, LLP Madison, WI	Sparrow Company, LLC dba Sparrow Search LLC El Paso, TX	Brightpath Associates, LLC Bethany, CT
MAX POINTS					
Factor A - Fee Proposal					Proposal deemed Non-Responsive
	25	\$442,000.00	\$526,005.00	\$315,000.00	
		17.82	14.97	25.00	
Factor B - Experience – Comparable Contracts					
	25	20.83	16.67	0.00	
Factor C - References					
	15	10.00	4.00	0.00	
Factor D - Proposal for Executive Recruiting Services					
	20	18.33	20.00	15.00	
Factor E - Staffing and Qualification					
	15	13.67	15.00	12.83	
TOTAL SCORE		80.65	70.64	52.83	
Rank		1	2	3	

**2024-0113R Executive Recruiting Services (Re-Bid)
Viewer's List**

<u>No.</u>	<u>Participant Name</u>	<u>Response Date</u>	<u>Response Status</u>	<u>City</u>	<u>State</u>
1	Dale Carnegie of El Paso (Leadership Training Group, LLC)	10/25/2023	No Bid	Ripon	CA
2	GC Services Limited Partnership	10/25/2023	No Bid	Houston	TX
3	Group Travel Consultants, Inc	10/19/2023	No Bid	Orlando	FL
4	Ralph Andersen & Associates	10/03/2023	No Bid	Rocklin	CA
5	Baker Tilly US, LLP	10/24/2023	Submitted	Plano	TX
6	BrightPath Associates LLC	10/25/2023	Submitted	Bethany	CT
7	Octagon Consulting, LLC	10/24/2023	Submitted	Houston	TX
8	Sparrow Company LLC	10/25/2023	Submitted	El Paso	TX
9	Americas Best Strategic Security Group LLC		Unsubmitted	El Paso	TX
10	COGENT Infotech Corporation		Unsubmitted	Pittsburgh	PA
11	McCollum Solutions Group DBA DAELA LLC (DAELA)		Unsubmitted	Lawrenceville	GA
12	Recruiting Source International LLC		Unsubmitted	Katy	TX
13	11-D Marketing, LLC. (Olivas)		Viewed	El Paso	TX
14	Abacus Service Corporation		Viewed	Southfield	MI
15	AustinWorkNet		Viewed	Austin	TX
16	El Paso Dive Group/School		Viewed	El Paso	TX
17	Ironwood Business Consulting, LLC		Viewed	The Woodlands	TX
18	JG Consulting		Viewed	Georgetown	TX
19	Mackenzie Eason (Mackenzie Eason & Associates LLC)		Viewed	Fort Worth	TX
20	North America Procurement Council Inc., PBC		Viewed	Grand Junction	CO
21	Organiza Eventos		Viewed	EL PASO	TX
22	Quick Med Claims (Quick Med Claims, LLC)		Viewed	Pittsburgh	PA
23	Smith Temporaries Inc, dba CornerStone Staffing		Viewed	Dallas	TX
24	The Outsource Connection, Inc		Viewed	El Paso	TX
25	Westside Cabinets Inc		Viewed	Canutillo	TX