



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2015-0482

TO: Mayor and City Council Members
FROM: Pamela M. Gordon, Director of Human Resources
DATE: December 7, 2015
SUBJECT: Human Resources Consulting Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for human resources consulting services in the amount not-to-exceed \$32,500.00 to Novak Consulting Group, Cincinnati, OH.

REASON FOR PURCHASE:

The City issued Request for Proposals for Human Resources Consulting Services utilizing the MITN system. Seven proposal responses were received and evaluated by a committee consisting of staff from Finance, Accounting, and Human Resources. The committee subsequently shortlisted to four proposers and interviews were conducted. Novak Consulting Group was selected as the best value to the City based on their work program, extensive experience with local government, capacity, comparable projects and cost proposal.

The Human Resources Department currently provides centralized services to 11 City Departments and over 300 full-time, part-time and seasonal employees. HR is responsible for recruitment and selection; healthcare and benefit administration for insured plans; wage and classification administration; labor and employee relations; employee safety programs; support for employee training, development, performance management, discipline and termination; personnel policy development; and maintenance of electronic and physical personnel records.

Our mission is to serve as a strategic partner in supporting Rochester Hills as an innovative leader in municipal services and a community of choice. Since its workforce is one of the City's most valuable assets, it is prudent to periodically review and assess the extent to which HR is operating in a manner that most effectively meets the needs of employees and aligns with the objectives of the administration. This project is also important as a means to help position the department to respond and adapt to workforce transitions and changing demographics, rapidly evolving technology, and complex compliance obligations.

The use of an external consultant with expertise in the field of human resources management was identified as a means to facilitate a comprehensive and objective assessment. Deliverables for this three-month project will include a review of key HR programs in light of best practice innovations in the field of human resources; identification of resource, performance and effectiveness gaps in current operations; and a two to five-year plan to address priorities for phased implementation. The final report and recommendations will be presented to City Council for review and authorization to proceed with implementation.

PROCESS:

Vendor Name and Address:

The Novak Consulting Group
1776 Mentor Avenue
Cincinnati, OH 45212

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2015 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund / Human Resources	233.801000	Professional Services	\$32,500	\$32,500	\$0

RECOMMENDATION:

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		