



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: 2016-0567

TO: Mayor and City Council Members
FROM: Pamela Gordon, Director of Human Resources
DATE: January 9, 2017
SUBJECT: On-Call Executive Search Firm Services

REQUEST:

City Council is requested to authorize a blanket purchase order for on-call executive search firm services in the not-to-exceed amount of \$75,000.00 through January 30, 2019 and further authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

In anticipation of retirements over the next three to five years, the City determined a need to engage the services of an executive search firm to assist with recruitment and selection of various City management and executive level positions. An executive search firm provides additional local, regional and national resources that will benefit the City in attracting and recruiting talented and well qualified candidates.

The City issued a Request for Proposal utilizing the MITN system. Seven (7) proposal responses were received and evaluated by a committee consisting of staff from Human Resources and Purchasing. The committee shortlisted to three (3) firms and subsequently conducted interviews with these firms. Based on the proposal review and interviews, the committee determined GovHR USA, LLC provides the best value based on their experience and qualifications, project team assigned to the City, past work experience, outreach efforts, variety of services offered to assist with executive searches and cost proposal. Award is recommended to GovHR USA, LLC.

PROCESS:

Vendor Name and Address:

GovHR USA, LLC.
630 Dundee Road, Suite 130
Northbrook, IL 60062

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2017 Adopted Budget and the 2018 Projected Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	Human Resources	Professional Services 233.801000	\$75,000	\$75,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for on-call executive search firm services in the not-to-exceed amount of \$75,000.00 through January 30, 2019 and further authorizes the Mayor to execute a contract on behalf of the City.

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