



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2019-0047

**TO:** Mayor and City Council Members  
**FROM:** Pamela Gordon, Director of Human Resources  
**DATE:** February 11, 2019  
**SUBJECT:** On-Call Executive Search Firm Services

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**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 \$60,000.00 through January 30, 2021 to GovHR USA, LLC, Northbrook, Illinois and further authorizes the Mayor to execute a contract amendment on behalf of the City.

**REASON FOR PURCHASE:**

In anticipation of retirements over the next several 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 has utilized these services for the past three (3) years and has found the support and knowledge the firm provides to the City has been a tremendous asset when recruiting for these positions.

The City issued a Request for Proposal in 2016 seeking on-call executive search services. The contract called for a three (3) year contract term with the option to renew for an additional two (2) year period, provided the City was satisfied with services and all terms and conditions remain the same. 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. At the January 9, 2017 City Council Meeting, Council authorized award of a three (3) year contract to GovHR to provide the City with On-Call Executive Search Services and assistance. The City has been satisfied with the services received from GovHR and are recommending extension of the contract for the two (2) year period.

**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 2019 Adopted Budget and the 2020 Projected Budget

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	Human Resources	Professional Services 233.801000	\$60,000	\$60,000	\$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 \$60,000.00 through January 30, 2021 and further authorizes the Mayor to execute a contract amendment on behalf of the City.

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