

BOARD OF DIRECTORS MEETING

August 13, 2020

ITEM 4

PROPOSED CONTRACT FOR EXECUTIVE RECRUITMENT SERVICES FOR KPPCSD GENERAL MANAGER

SUMMARY OF RECOMMENDATION

Consider Approving a Contract with CPS HR Consulting to Provide Consulting Services for the Recruitment of a General Manager for a Total Cost of \$25,000.

BACKGROUND

At its meeting of July 9, 2020, the KPPCSD Board of Directors discussed the process to recruit and retain a permanent General Manager. Following this discussion, the Board appointed Vice President Sherris-Watt and Director Nottoli as an ad hoc recruitment committee to oversee the details of the general manager recruitment, and directed that the following actions be taken:

- Solicit proposals from qualified firms to assist in the recruitment and candidate screening process;
- Select the recruiting firm to be recommended to the Board for approval;
- Prepare a job profile to be used to advertise the position;
- Establish a schedule for completing the recruitment process.

Request for Proposals Issued

On July 24, 2020, a Request for Proposal (RFP) was broadly distributed to qualified firms for executive search services for KPPCSD general manager. The RFP was reviewed and approved by the KPPCSD Board ad hoc committee prior to its release.

The RFP (Attachment 1) described the KPPCSD General Manager position as part-time, with a work requirement of 25-30 hours per week. The RFP noted that the current General Manager has been serving in an interim basis since April 1, 2020 and will leave this interim service upon the successor general manager assuming his/her responsibilities. The RFP also described the Kensington community, and detailed the required scope of services sought by the consultant, the consultant selection process, and the minimum information to include in the proposal. The RFP established the goal of the Board of Directors to complete the recruitment by September 30, 2020.

Proposals Received

Prior to the due date on August 6, 2020, KPPCSD received six proposals from very qualified firms to perform the work described in the RFP. (The complete proposals are attached to this report.) Proposals (with their submitted costs) were received from:

Alliance Resource Consulting	\$	30,000
Avery Associates	\$	23,400
Bob Murray & Associates	\$	23,000

CPS HR Consulting	\$	25,000
K&A Recruiting	\$	18,000
Ralph Andersen & Associates	\$	23,995

Review Process

On August 10, 2020, the ad hoc committee met (via conference call) to review and discuss the proposals, and for the purpose of making a recommendation to the Board. The committee concluded that its recommendation to the Board would be CPS HR Consulting, for a cost of \$25,000. The committee's back up recommendations (in order) are Bob Murray & Associates, followed by K&A Recruiting.

RECOMMENDATION

Based on the proposals received pursuant to the RFP, and the recommendation of the ad hoc committee (Vice President Sherris-Watt and Nottoli), the staff recommendation is to approve a contract with CPS HR Consulting to provide consulting services for the recruitment of a general manager for a total cost of \$25,000

FISCAL IMPACT

The cost for the recommended consulting services are included in the FY 2020-21 budget.

ATTACHMENTS

1. Request for Proposal for Executive Recruitment Services for General Manager
2. Proposal from CPS HR Consulting (recommended)
3. Proposal from Bob Murray & Associates (first alternate recommendation)
4. Proposal from K&A Recruiting (second alternate recommendation)
5. Proposal from Alliance Resource Consulting
6. Proposal from Avery Associates
7. Proposal from Ralph Andersen & Associates

SUBMITTED BY:

Bill Lindsay
General Manager