

## AGENDA



Thursday, October 23, 2008

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 43**

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**Subject:** Authorize award, negotiation and execution of Amendment No. 1 to a contract with THE PAR GROUP PUBLIC MANAGEMENT CONSULTANTS, LLC, Lake Bluff, IL, to increase the contract amount for executive recruitment and assessment services in an amount not to exceed \$40,000, for a total revised contract amount not to exceed \$75,442.

**Amount and Source of Funding:** Funding is available in the Fiscal Year 2008-2009 Operating Budget of the Human Resources Department.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Rosemary Ledesma, Supervising Sr. Buyer/974-2011.

**Purchasing Language:** Contract Amendment.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

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On May 2, 2008, an administrative professional services contract was awarded to The Par Group Public Management Consultants, LLC (The Par Group) in an amount not to exceed \$35,000 for the executive recruitment and assessment of final candidates for the Director position in the Parks and Recreation Department (PARD).

The services for the PARD Director position are now completed with the position filled through the assistance of The PAR Group's professional consulting services. The Par Group consults exclusively in the public sector, serving the needs of local governments nationwide. HRD was very satisfied with the services received for PARD Director and are requesting approval of recruitment through The PAR Group for a second executive position, Medical Director of the Emergency and Medical Services Department (EMS). An additional amount estimated not to exceed \$40,000 will be required, for a total revised contract amount of \$75,442 including assessment of all final candidates.

The services include recruitment, screening, interviewing, selection of a qualified and diverse candidate pool, and assessment of final candidates from which the City may make a selection.

Outreach efforts are made to attract qualified candidates nationally with specific emphasis placed in searching for qualified minority and female candidates. The assessment services help to determine skills, abilities, and practical knowledge of candidates that may not be apparent in a typical recruitment process. The assessment exercises may include skills in analysis and problem solving, both written and verbal.