

## AGENDA



Thursday, March 11, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 29**

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**Subject:** Authorize award and execution of Amendment No. 1 to a contract with MYCOFF, FRY, PROUSE, LLC. Conifer, CO for an increase to the contract for recruitment services for the Austin Energy General Manager in an estimated amount not to exceed \$46,000 for a revised total estimated contract amount not to exceed \$69,000.

**Amount and Source of Funding:** Funding is available in the Fiscal Year 2009–2010 Operating Budget of Austin Energy.

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

**For More Information:** Steve Aden, Purchasing Manager, 974-2021.

**Purchasing Language:** Professional Service.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D 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.

**Boards and Commission Action:** Recommended by the Electric Utility Commission.

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On January 14, 2010 Mycoff, Fry & Prouse, LLC was contracted to develop a position profile for the recruitment of General Manager for Austin Energy. The process involved internal and external stakeholders.

Approval of this amendment will allow Mycoff, Fry & Prouse, LLC and the City to enter into Phase II in the recruitment process which include, but may not be limited to; outreach, recruitment, credential and background checks, assessments and recommendation of a qualified and diverse applicant pool. The City Manager would then be able to select candidates for interview. Candidates recommended to the City Manager will have the qualities, characteristics, education, knowledge, and demonstrated experience as specified in the position profile developed in Phase I. Contractor will coordinate with the Human Resources Department and with candidates and will participate in the interview and assessment process at the request of City management.

It is estimated that the approval of this amendment will provide the most expeditious and effective avenue to securing the selection and acceptance of the top candidate in late May or early June 2010.