

City Manager Recruitment Services - Update

Work Session Update

Human Resources Department, and
Financial Services Department - Purchasing Office
Dec 6, 2016

City Manager Recruitment Services - Update

Aug 16, 2016 City Council Work Session

- Council discussed options for consideration for a city manager search/selection.
- Staff provided a briefing related to the search/selection of a new City Manager.
- Council requested staff to provide examples of processes utilized by other cities.
- Council requested staff to provide information on the process used when past City of Austin City Managers were hired.

City Manager Recruitment Services - Update

Aug 23, 2016 Special Called City Council Work Session

- Mayor Adler posted to council message board a potential new city manager recruitment process and related documents. (Elements of Engagement, Process Consideration, Possible Timeline).
- Staff provided a presentation related to the possible process for the appointment of a new City Manager.

Sept 1, 2016 City Council Meeting

- Council gave direction to staff to develop an RFQ for an executive search firm

City Manager Recruitment Services - Update

Sept 16, 2016 Scope determines Process Selection

- HRD sends draft scope of work (SOW) for the City Manager recruitment services to Purchasing.
- Staff determine the work to be of a professional services nature and decide to use the Request for Qualifications Statements (RFQS) process.

Sept 26, 2016 Solicitation Completed

- RFQS includes evaluation criteria based on: company experience (60 pts), key personnel (30 pts) and references (10 pts).
- RFQS provides general description of required services including: creating a position profile, sourcing and evaluating candidates, determining finalist and background screenings, facilitate interviews and assist in negotiations.

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Sept 29, 2016 Solicitation reviewed for M/WBE Goals

- SMBR determined that the scope of the work to be performed was too narrow to assign subcontract goals.

Oct 4, 2016 Solicitation Published

- Posted to the City's website for solicitation notices (Austin Finance Online)
- Published twice in the Statesman
- Automated notices sent to all applicable registered vendors (91885, Personnel/Employment Consulting)
- Additional notices sent to vendors recommended by HRD (National firms specializing in public and private/nonprofit placements)

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Oct 13, 2016 Pre-submission Conference

- Review solicitation and answer questions from prospective respondents

Nov 1, 2016 Opened Responses

- Received ten (10) responses from: Affion Public, CPS HR Consulting, GovHR USA, Pedigo Staffing Services, Ralph Andersen & Associates, S. Renee Narloch & Associates, Slavin Management Consultants, Strategic Government Resources, and TES Inc.

Nov 8, 2016 Evaluated Responses

- Evaluation committee composed of several members of HRD leadership met to review and rate the responses
- Out of 100 pts, the committee determined the most qualified respondents: Ralph Andersen & Associates (97), Affion Public (88) and GOVHR USA (86)

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Ralph Anderson & Associates - Summary of Qualifications

Executive Search & Management Consulting Services since 1972

- Extensive experience in community engagement (Online survey for public engagement)
- Comprehensive background checks
- Diversity in executive level placements

Project Team Identified

- 6 member core team assigned (resource of 18)- well qualified staff
- Extensive background in executive searches
- Project director has background in social equity/working with businesses and citizens in dialogues on diversity and social issues

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Ralph Anderson & Associates - Summary of Qualifications (cont.)

Sample of Successful City Manager/Executive Searches

- City of Charlotte, NC (827,097)
- City of Los Angeles, CA (3.88 M)
- Fairfax County, VA (1.13 M)
- State of Nevada (2.9 M)
- State of California (38.8 M)
- Broward County, FL (1.9 M)
- University of California System (428 K)

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Questions?