

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	62406	Agenda Number	21.
Meeting Date:	September 1, 2016			
Department:	Purchasing			
Subject				
<p>Authorize an amendment to the contract with MYCOFF, FRY & PROUSE, LLC, to provide executive search services to assist in selecting a new General Manager for Austin Energy, for an increase in the amount of \$5,115, for a revised total contract amount not to exceed \$62,115.</p>				
Amount and Source of Funding				
<p>Funding in the amount of \$5,115 is available in the Fiscal Year 2015-2016 Operating Budget of Austin Energy.</p>				
Fiscal Note				
<p>A fiscal note is not required.</p>				
Purchasing Language:	Contract Amendment			
Prior Council Action:				
For More Information:	Tracy Franklin, Corporate Contract Administrator, 512-974-2034			
Boards and Commission Action:				
Related Items:				
MBE / WBE:	<p>This contract is exempt from the City Code Chapter 2-9B Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established.</p>			
Additional Backup Information				

On December 11, 2015, a 12-month contract was established with Mycoff, Fry & Prouse, LLC, in an amount not to exceed \$57,000, to provide executive search services to assist in the selection of a new General Manager for Austin Energy. Additional funding is needed to reimburse the Contractor for candidate travel expenses incurred in the course of the interview process.

In an effort to ensure a strong pool of candidates and minimize their exposure, the Contractor asked the candidates to make their own travel arrangements. The Contractor then reimbursed them directly even though candidate travel expenses are not included under the contract. The City would have reimbursed the expenses in question if the Contractor had not done so to preserve the candidates' confidentiality.

This amendment is needed to reimburse the Contractor for legitimate expenses incurred to preserve the integrity of the interview process.

CONTRACT SUMMARY

MYCOFF, FRY & PROUSE, LLC				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	12	\$ 57,000	\$ -	\$ 57,000
Proposed Amendment	0	\$ -	\$ 5,115	\$ 5,115
TOTAL	12	\$ 57,000	\$ 5,115	\$ 62,115