



Midpeninsula Regional
Open Space District

R-13-21
Meeting 13-05
February 13, 2013

AGENDA ITEM 5

AGENDA ITEM

Authorization to Award a Contract to Peckham & McKenney for Executive Recruitment Services for the Assistant General Manager and Public Affairs Manager Positions

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a professional services contract with Peckham & McKenney to conduct executive recruitments for the Assistant General Manager and Public Affairs Manager positions for a not-to-exceed amount of \$39,500.

SUMMARY

In October 2012, Midpeninsula Regional Open Space District (District) issued a Request for Proposals (RFP) for an executive search firm to conduct executive recruitments for the Assistant General Manager and Public Affairs Manager positions and received three responses. Staff evaluated the proposals and identified the most qualified and cost effective firm to conduct the search. Staff recommends awarding the contract to Peckham & McKenny.

DISCUSSION

As part of the Fiscal Year (FY) 2012-13 Budget and Action Plan adopted by the Board of Directors (Board) on March 28, 2012 (R-12-39), the Assistant General Manager position was funded and the General Manager was directed to fill the position. In September 2012, the Public Affairs Manager position became vacant and the decision was made to hire an executive recruiter to fill both positions. Human Resources staff issued a Request for Proposals (RFP) on October 31, 2012, via direct email to seven executive search firms to conduct the recruitment for these positions. Three firms responded to the RFP by the November 14, 2012 deadline with proposals detailing recruitment methods, examples of former recruitment advertisements, lists of former clients, and price quotes. The proposed costs for the recruitment firms are shown below:

Firm	Location	Proposal Cost
Ralph Anderson & Associates	Rocklin, CA	\$48,000
Bob Murray & Associates	Roseville, CA	\$42,500
Peckham & McKenney	Sacramento, CA	\$39,500

The proposals were evaluated by staff to assess the qualifications of each proposer, including the quality of the proposal, the recruitment approach, the recruiter's experience, and cost. After evaluating the proposals and conducting interviews, staff has determined that Peckham & McKenney possesses the expertise and related experience to manage the executive search.

Peckham and McKenney's proposed cost includes \$30,000 for recruitment activities and \$9,500 for travel and expenses, for a total not-to-exceed amount of \$39,500. Staff recommends awarding the executive search firm contract to Peckham & McKenney.

FISCAL IMPACT

A total of \$25,000 is included as part of the FY2012-13 Midyear Budget for executive recruitment services. It is estimated \$29,500 will be spent in FY2012-13 and the remaining \$10,000 in FY2013-14. The additional \$4,500 needed for FY2012-13 will be covered by savings in other accounts and the \$10,000 for FY2013-14 will be included in the FY2013-14 Proposed Budget.

BOARD COMMITTEE REVIEW

Board Committee review of this agenda item is not required.

PUBLIC NOTICE

Notice has been provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

The proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEP

Upon Board authorization, the General Manager will execute a contract with Peckham & McKenney to assist staff with the executive recruitments for Assistant General Manager and Public Affairs Manager.

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