



Legislation Text

File #: 24-1540, Version: 1

**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** May 22, 2024

**COUNCIL DISTRICT(S):** N/A

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Donzell Gipson

**SUBJECT**

Authorize a one-year service contract, with one, one-year renewal option for the City Manager recruitment consultant for the Department of Human Resources - Baker Tilly US, LLP, most advantageous proposer of fifteen - Not to exceed \$134,375.00 - Financing: General Fund (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide for the City Manager recruitment consultant for the Department of Human Resources. This service contract outlines comprehensive executive search services specifically designed to recruit the next City Manager for the City. The scope of services includes a thorough search strategy and candidate identification process, followed by meticulous screening and evaluation. In addition, the selected firm will actively engage stakeholders and coordinate community input, ensuring Diversity, Equity, and Inclusion are prioritized throughout the recruitment journey. Utilizing cutting-edge digital strategies, the selected firm will maintain ongoing communication and transparency with all parties involved. In-depth candidate interviews will be conducted, culminating in the selection of the most appropriate candidate, and providing them with comprehensive onboarding support.

A six-member committee from the following departments reviewed and evaluated the qualifications:

- Ad Hoc Committee on Administrative Affairs Council Members (5)
- Small Business Center Department (1)\*

The Small Business Center evaluated the Business Inclusion, and Development Plan.

The committee selected the successful respondents on the basis of demonstrated competence and

qualifications under the following criteria:

- Experience, qualifications, local and regional market knowledge 55 points
- Project understanding, method 20 points
- Cost and fee structure 10 points
- Business Inclusion and Development Plan 15 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$18.24; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

**FISCAL INFORMATION**

Fund	FY 2024	FY 2025	Future Years
General Fund	\$134,375.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$134,375.00	Other Services	23.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
5.95%	5.95%	\$7,998.00
• This contract does not meet the M/WBE subcontracting goal.		
• Baker Tilly US, LLP - Non-local; Workforce - 0.00% Local		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Proposal	<ul style="list-style-type: none"> <li>• Utilized for professional, personal, revenue, and planning services</li> <li>• Recommended offeror is the responsible offeror whose proposal most closely meets established criteria for the services advertised, based on demonstrated competence and qualifications at a fair and reasonable price</li> <li>• Always involves the evaluation by committee</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposals from solicitation number BBZ24-00024463. We opened them on March 29, 2024. We recommend the City Council award this service contract in its entirety to the most advantageous proposer.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Baker Tilly US, LLP	17 Cowboys Way Suite 800 Frisco, TX 75034	83.92
MGT of America	4320 West Kennedy Boulevard Suite 200 Tampa, FL 33609	75.72
Affion Public	1960 Creek Hollow Lane Hershey, PA 17033	74.40
Gallagher Benefit Services, Inc.	2850 Golf Road Rolling Meadows, IL 60008	69.28
Bob Murray & Associates	1544 Eureka Road Suite 280 Roseville, CA 95661	67.16
Strategic Government Resources, Inc.	6502 Glen Abbey Street Abilene, TX 79606	57.20
JG Consulting	605 East University Avenue Suite 101 Georgetown, TX 78626	50.00
Berkeley Search Consultants	1990 N. California Boulevard Suite 1206 Walnut Creek, CA 94596	49.60
Aquiyl Business Services	1115 Mac Arthur Drive Suite 4206	47.76

	Carrollton, TX 75077	
ADASTAFF, Inc.	704 Hunters Row Court Mansfield, TX 76063	41.80
The Merraine Group Inc.	544 NW University Boulevard Suite 101 Port St. Lucie, FL 34986	41.40
The Energists	12012 Wickchester Lane Suite 170 Houston, TX 77079	41.20
The Adinek Group	6543 South Las Vegas Boulevard Las Vegas, NV 89119	40.00
BBM Staffing	4242 Medical Drive Suite 200 San Antonio, TX 78229	20.00
Realford Consulting LL	8500 North Stemmons Freeway Suite 5070 Dallas, TX 75247	15.00

**OWNER**

**Baker Tilly US, LLP**

Jeffrey L. Ferro, Chief Executive Officer  
Charles R. Droege, Chief Operating Officer