



## Legislation Text

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File #: 22-1091, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** May 25, 2022  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a three-year service price agreement in the estimated amount of \$819,650, with one two-year renewal option in a total estimated amount of \$300,982.50, as detailed in the Fiscal Information section, for an executive and professional search firm for multiple areas of expertise for the Department of Human Resources - GovHR USA LLC, most advantageous proposer of nineteen - Total estimated amount of \$1,120,632.50. Financing: General Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for an executive and professional search firm for multiple areas of expertise for the Department of Human Resources. This contract is in addition to previously awarded contracts to assist the Department of Human Resources in support and execution of professional and executive candidate searches for all areas of the City. The recommended supplier was selected based on their expertise in areas of City operation such as:

- Aviation
- Law Enforcement
- Public Administration
- Legal
- Sanitation

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

- Department of Aviation (1)

- Department of Human Resources (2)
- Water Utilities Department (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated the cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Overall approach and methodology 35 points
- Capability and expertise 30 points
- Cost 30 points
- Local Preference 5 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 current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

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

On April 27, 2022, City Council authorized a three-year service price agreement, with one two-year renewal option, for executive and professional search firms for multiple areas of expertise for the Department of Human Resources with POLIHIRE Strategy Corporation, Confidential Search Solutions LLC, SENSE Solutions, Inc. dba Korn Ferry Government Consulting Services, vTech Solutions, Inc., and Lincoln Leadership Advisors, LLC by Resolution No. 22-0655.

### **FISCAL INFORMATION**

Initial Term:	\$819,650.00
Renewal Option:	<u>\$300,982.50</u>
Total	\$1,120,632.50

Fund	FY 2022	FY 2023	Future Years
General Fund	\$15,000.00	\$15,000.00	\$1,090,632.50

### **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	M/WBE %	M/WBE \$
\$1,120,632.50	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• GovHR USA LLC - Non-local; Workforce - 0.00% Local				

## **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive	• Utilized for high technology procurements, insurance procurements, and other goods and services
Sealed Proposal	• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications
	• Always involves a team evaluation
	• Allows for negotiation on contract terms, including price

The Office of Procurement Services received the following proposals from solicitation number BKZ21-00015935. We opened them on July 2, 2021. We recommend the City Council award this request for competitive sealed proposals to the most advantageous proposers by group. Information related to this solicitation is available upon request.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*GovHR USA LLC	630 Dundee Rd Suite 225 Northbrook, IL 60062	Multiple Groups
Confidential Search Solutions, LLC	8940 Fourwinds Dr. Suite 109 Windcrest, TX 78239	Multiple Groups
POLIHIRE Strategy Corporation	655 15 <sup>th</sup> St. NW 8 <sup>th</sup> Floor Washington, DC 20005	Multiple Groups
SENSA Solutions Inc. dba Korn Ferry Government Consulting Services	11911 Freedom Dr. Suite 790 Reston, VA 20190	Multiple Groups

vTech Solutions, Inc.	1100 H St. Suite 750 Washington, DC 20005	Multiple Groups
Lincoln Leadership Advisors LLC	3040 Post Oak Blvd. 18 <sup>th</sup> Floor, Suite 39 Houston, TX 77056	Multiple Groups
ADK Consulting, Inc.	802 Providence Island Ct. Jacksonville, FL 32225	Multiple Groups
Arubah Wellness Group LLC	1414 W. Wheatland Rd. Suite 103 Duncanville, TX 75116	Multiple Groups
Career's Work dba Career Management Partners	2435 N. Central Expy. Suite 830 Richardson, TX 75080	Multiple Groups
Cartgroup Consultants International LLC	450 S. Denton Tap Rd Suite 2114 Coppell, TX 75019	Multiple Groups
David Gomez Partners, Inc.	1100 Jorie Blvd. Suite 126 Oak Brook, IL 65023	Multiple Groups
Get Corp. Payroll Accounting and Tax dba Get Hire Staffing	8104 Southwest Frwy. Suite C Houston, TX 77074	Multiple Groups
JMG Connects LLC	2801 Clarke St. Detroit, MI 48210	Multiple Groups
Performance Staffing Group	1010 San Jacinto Suite 635 Irving, TX 75063	Multiple Groups
Pearson Partners International Inc.	8080 N. Central Expy. Suite 1200 Dallas, TX 75206	Multiple Groups
Recruiting Source International LLC	400 N. Ervay St. Suite 130145 Dallas, TX 75313	Multiple Groups
Reffett Associates	11900 N.E. 1 <sup>st</sup> St. Suite 300	Multiple Groups

Bellevue, WA 98005

St. Vincent DePaul Rehabilitation Service of Texas dba Peak Performers	4616 Triangle Ave. Suite 405 Austin, TX 78751	Multiple Groups
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The Global Edge Consultants LLC	2829 Technology Forest Blvd. Suite 280 The Woodlands, TX 77381	Multiple Groups
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## **OWNER**

### **GovHR USA LLC**

Joellen Cademartori, Chief Executive Officer  
Heidi Voorhees, President