



Administrative Services

Meeting Date: 8/8/2023

Approval of Developmental Associates for Executive Search Services for Administrators Position

Department:	Human Resources Department
Presenter:	Anita Rookard, Director
Caption:	Motion to approve RFP 23-850 Professional Services for Executive Recruiting Services to Developmental Associates, LLC in the amount of \$31,750.
Background:	At the Commission meeting held on Tuesday, June 29, 2023, the Augusta, Georgia Commission approved starting a southeastern regional search for an Administrator using the previous process and using an outside firm.
Analysis:	RFP item 23-850 was let by the Procurement Department with 10 firms responding. Of the 10 firms, 9 firms were compliant and were evaluated utilizing the guidelines in the Procurement Code. Developmental Associates was the firm with the highest score. Contract negotiations were initiated, and a draft contract was agreed upon pending Commissions approval.
Financial Impact:	The fees for the services is \$31,750.00 to include recruitment expenses of \$10,000 and Advertising Expenses in the amount of \$2,500.00. Additional services requested will be negotiated with a base rate of \$250.00/hr.
Alternatives:	Do not approve – Rebid
Recommendation:	Approve award to Developmental Association, LLC pending approval of the contract by Commission and execution of the contract by the Mayor. 101-01-5510 / 5212999
Funds are available in the following accounts:	
<u>REVIEWED AND APPROVED BY:</u>	N/A