

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Executive Recruitment Services (Annual Contract) – RFP No. 21-0024
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of annual contracts with The Mercer Group, Inc. (Athens, GA) and Robert E. Slavin, Inc. dba Slavin Management Consultants (Norcross, GA) for executive recruitment services. The Human Resources Department will obtain quotes from the firms, on an as-needed basis, to assist in recruiting for various positions, such Fire/EMS Chief, Police Chief, and other executive positions.

The Mercer Group, Inc. and Slavin Management Consultants will provide the following services:

1. Source job candidates through a number of different channels including advertising in nationally recognized publications likely to attract qualified candidates.
2. Proactively reach out to candidates in the marketplace that may not be actively seeking the position.
3. Accessing the firm’s network of qualified candidates and other best practice recruitment strategies utilized in the industry.
4. Assess the qualifications of interested candidates against those required in the Job Description.
5. Recommend and schedule candidate interviews.
6. Support the City in engaging in focused rigorous interviews, in-depth reference checking and final selection processes.

The term of the contract will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous 1-year contract was awarded to BakerTilly (St. Paul, MN), Slavin Management Consultants (Norcross, GA) and The Mercer Group (Athens, GA) on February 11, 2020, per Resolution No. 034-20.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on December 23, 2020. This RFP has been advertised, opened, and evaluated. Eight (8) proposal were received on January 22, 2021, from the following:

The Mercer Group, Inc. (Athens, GA)

Robert E. Slavin, Inc. dba Slavin Management Consultants (Norcross, GA)

American Staffing Professionals (Spanish Fork, UT)

¹ Baker Tilly US, LLP (Plano, TX)

GovHR USA (Northbrook, IL)

S. Renée Narloch & Associates (Tallahassee, FL)

SoftHQ, Inc. (San Diego, CA)

Spherion Staffing Solutions (Columbus, GA)

¹ Per the RFP specifications, “*Exceptions to the RFP General Provisions will not be considered, and if submitted will automatically render the response non-responsive*”. Baker Tilly US, LLP took exceptions to the Indemnity and Hold Harmless Agreement clauses of the RFP General Provisions. Therefore, the Purchasing Division deemed the proposal from Baker Tilly US, LLP as non-responsive, and submitted written notification of the finding to the firm.

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	02/12/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the co-managers of the project provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting / Evaluation Forms Sent	03/03/21	The Evaluation Committee discussed each proposal and determined clarifications were not required. The Purchasing Division forwarded Evaluation forms to the voting committee members.
Evaluation Forms Returned	06/08/21	Final set of evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	06/14/21	Evaluation results were forwarded to the committee.
Recommendation of Committee	06/15/21	The voting committee members unanimously recommended award to the two (2) highest-ranking firms, The Mercer Group, Inc. and Robert E. Slavin, Inc. dba Slavin Management Consultants.

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of two (2) voters from the City Manager’s Office and one (1) voter from the Human Resources Department. An additional Human Resources Department representative served as an alternate voter, and a representative from the Internal Auditor’s Office served a non-voting advisor.

Award Recommendation:

The evaluation committee, as reflected by their comments provided below, recommends award to The Mercer Group, Inc. and Robert E. Slavin, Inc. dba Slavin Management Consultants for the following reasons:

➤ **The Mercer Group, Inc:**

- In 2020, The Mercer Group, Inc. conducted searches for CCG for a Police Chief and Fire Chief. The City has formed a relationship with this organization and was very pleased with their quality of work.
- The consultant has local government experience in Georgia.

- The firm is well qualified and provided a great service plan.

➤ Robert E. Slavin, Inc. dba Slavin Management:

- The firm is located in Georgia and has extensive government experience.
- The firm's proposal was well organized and detailed.
- The firm submitted a reasonable cost proposal.

Vendor Qualifications/Experience:

➤ The Mercer Group, Inc:

- The firm was founded in Dunwoody, Georgia in 1981 and has since added another office in Athens, GA.
- The Mercer Group has conducted over 3000 local government searches.
- The team assigned to this contract have a combined 65 years of experience serving as city/county managers or human resources directors in Georgia. The team almost works exclusively in Georgia and have conducted over 35 searches over the last three and half years.
- Listed below are the firm's last three (3) executive governmental search placement, for which the placements have continued in the position for a period longer than one year:
 - City of Savannah, GA
Police Chief (July 2018 placement date).
Human Resources Director (February 2018 placement date).
 - City of Milton, GA
Public Works Director (July 2019 placement date).
 - Bryan County, GA
Public Works Director (July 2019 placement date).
Human Resources Director (January 2019 placement date).

➤ Robert E. Slavin, Inc. dba Slavin Management:

- The firm was incorporated in Georgia in 1998.
- The firm has placed more than 900 local government executives.
- The firm's owner began his local government career in 1967 and is a Certified Professional Consultant to Management by the National Bureau of Certified Consultants.
- Listed below are the firm's last three (3) executive governmental search placement, for which the placements have continued in the position for a period longer than one year:
 - City of Orlando, FL
Fire Chief (August 2019 placement date).

- Buncombe County, NC
County Manager (January 2019 placement date).
- Volusia County, FL
Deputy County Manager (July 2019 placement date).

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funding will come from the department in which the vacancy occurs.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF ANNUAL CONTRACTS WITH THE MERCER GROUP, INC. (ATHENS, GA) AND ROBERT E. SLAVIN, INC. DBA SLAVIN MANAGEMENT CONSULTANTS (NORCROSS, GA) FOR EXECUTIVE RECRUITMENT MANAGEMENT SERVICES. THE HUMAN RESOURCES DEPARTMENT WILL OBTAIN QUOTES FROM THE FIRM, ON AN AS-NEEDED BASIS.

WHEREAS, an RFP was administered (RFP No. 21-0024) and eight (8) proposals were received; and,

WHEREAS, the proposals submitted by The Mercer Group, Inc. and Robert E. Slavin, Inc. dba Slavin Management Consultants met all proposal requirements and were evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractors.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute annual contract with The Mercer Group, Inc. (Athens, GA) and Robert E. Slavin, Inc. dba Slavin Management Consultants (Norcross, GA) for executive recruitment services. Funding will come from the department in which the vacancy occurs.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor