



**STAFF REPORT**  
Board Meeting of February 21, 2024

**AGENDA ITEM:** 7-E

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

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**SUBJECT:**

On-call Consultant – HR and Personnel Services

**Enclosure:** No

**Action:** Approve to add CPS HR Consulting to the list of On-call Consultants

**SUMMARY:**

Staff released a Request for Qualifications (RFQ) to solicit *Statements of Qualifications* from qualified consultants to assist in performing on-call HR and personnel services including but not limited to reviewing and updating job descriptions, performing salary and benefit surveys, reviewing and updating compensation policies, and reviewing and providing recommendations to the performance evaluation process and applicable forms.

An RFQ was released on December 29, 2023, with a due date of January 29, 2024. One Statement of Qualifications was received from Cooperative Personnel Services dba CPS HR Consulting. CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. The firm is a governmental Joint Powers Authority (JPA) headquartered in Sacramento, CA. Staff has reviewed the Statement of Qualifications and recommends the approval to add CPS HR Consulting to the list of on-call consultants.

**FISCAL IMPACT:**

Staff recommend adding \$40,000 to the 2023-24 budget for potential on-call HR and personnel services. This would increase the approved 2023-24 Overall Work Program and Budget by \$40,000.