



Agenda Item Summary

MEETING DATE: March 11, 2024

SUBJECT: **Resolution No. 24-R-2024** – A Resolution of the Town of Mead, Colorado, Approving an Agreement for Professional Services by and Between the Town of Mead and Cooperative Personnel Services, a California Joint Powers Authority (dba CPS HR Consulting), for Human Resources Services

PRESENTED BY: Mary Strutt, Administrative Services Director

SUMMARY

The Town of Mead Human Resources department is staffed by a hybrid model which includes Town employees to fill the transactional day-to-day role and a contractor to provide expertise and training and to perform higher level functions. The department has served the Town under this model since November 2019.

In December, 2023, the Town released a Request for Proposal *2023-03 Admin – Request of Proposals Human Resources Services* (“RFP”). Thirteen bidders responded to the RFP by the January 26, 2024 deadline. Staff reviewed the proposals and selected three firms for interviews. The selection committee unanimously selected CPS HR Consulting (“CPS”) to provide Human Resources services to the Town of Mead.

CPS HR is a Joint Powers Authority whose charter mandates that they serve only public sector clients. They offer a broad spectrum of human resource services and have worked with more than 1,200 government and public/non-profit clients in Colorado and other states. CPS has assigned Heather Moore, Senior HR Consultant, to provide services as our main daily contact. Their assigned team also includes a second Senior HR Consultant, a Local Liaison, and a Project Manager. In addition to this local team, CPS has more than 100 full-time employees who will provide the local team with expertise as needed. In addition, CPS has the ability to provide other services including staff training and executive recruitment.

The attached resolution and proposed Professional Services Agreement provides for services for the remainder of 2024 for a not-to-exceed amount of \$90,000.00. It is anticipated that there will be an overlap between the current provider, Precision Employment Consulting, and CPS from March 11 through March 31 to provide for an adequate transition and transfer of files. If this agreement is approved, CPS will hold a kickoff meeting with the Town’s department heads within the next two weeks.

FINANCIAL CONSIDERATIONS

The approved 2024 budget for consultants includes an adequate amount for the services to be provided by the Consultant and is split across appropriate funds.

STAFF RECOMMENDATION/ACTION REQUIRED

A motion to approve the March 11, 2024, consent agenda will approve this item. If the resolution is removed from the consent agenda, the suggested motion is:

“I move to adopt Resolution No. 24-R-2024 – A Resolution of the Town of Mead, Colorado, an Agreement for Professional Services by and between the Town of Mead and Cooperative Personnel Services, a California Joint Powers Authority (dba CPS HR Consulting), for Human Resources Services for an Amount not to Exceed \$90,000.00.”

ATTACHMENTS

Resolution 24-R-2024
Exhibit 1 - Professional Services Agreement