



Fulton County

Legislation Text

File #: 21-0763, Version: 1

Department

Human Resources Management

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of a recommended proposal - Department of Human Resources Management, 20RFP125481B-CJC, Executive Search Services, in the amount of \$45,000.00 with GovHR USA, LLC (Northbrook, IL) to provide executive search for varies vacancies countywide position as requested on an as needed basis. Effective upon execution of contract through December 31, 2021 with two renewal options. **(APPROVED)**

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with the Fulton County Purchasing Code, Section 102-374 or 102-375, all competitive sealed proposals shall be forwarded to the Board of Commissioners for approval.

Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

Open and Responsible Government

Commission Districts Affected

- All Districts ☒
- District 1 ☐
- District 2 ☐
- District 3 ☐
- District 4 ☐
- District 5 ☐
- District 6 ☐

Is this a purchasing item?

Yes

Summary & Background

The Department of Human Resources Management recommend approval of proposal for Executive Search Services to provide job search services for County vacancies on an as-needed basis.

Scope of Work:

Provide job search services for County vacancies on an as-needed basis This will include executive and hard to fill (greater than 60 business days) job titles. GovHR will partner with the Department of Human Resources to ensure job requirements and the selection method remain in alignment with the County's policies and procedures. Additionally, GovHR will perform such services as - (1) consulting

with HR concerning the vacancy; (2) creating job brochures; (3) developing an evaluation methodology; (4) sourcing candidates; (5) conducting background checks; (6) finalizing employment agreements (as needed). Each request amount is \$22,500.00. Up to a \$1500 additional fee may be charged back to Fulton County in the event travel is incurred to interview or hire an out-of-state candidate.

Community Impact: There is no community impact.

Department Recommendation: The Department of Human Resources Management recommends approval.

Project Implications: There are no project implications.

Community Issues/Concerns: There are no community issues or concerns.

Department Issues/Concerns: There are no department issues or concerns.

Contract Modification: This is a new procurement.

Contract & Compliance Information *(Provide Contractor and Subcontractor details.)*

Contract Value: \$45,000.00
Prime Vendor: GovHR USA
Prime Status: Non-Minority
Location: Northbrook, IL
County: Cook County
Prime Value: \$45,000.00 or 100.00%

Total Contract Value: \$45,000.00 or 100.00%
Total M/FBE Value: \$-0-

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the Exhibit 1:*

Evaluation Committee Recommendation Letter

Exhibit 2: Contractor Performance Memo

Contact Information *(Type Name, Title, Agency and Phone)*

Kenneth L. Hermon, Jr.
Chief Human Resources Officer
Department of Human Resources Management
404-612-0923

Contract Attached

No

Previous Contracts

No

Total Contract Value

Original Approved Amount: \$0.00
Previous Adjustments: \$0.00
This Request: \$45,000.00
TOTAL: \$45,000.00

Grant Information Summary

Amount Requested: ☐ Cash
Match Required: ☐ In-Kind
Start Date: ☐ Approval to Award
End Date: ☐ Apply & Accept
Match Account \$:

Fiscal Impact / Funding Source

Funding Line 1:

To be determined, as needed, based on departments approved to utilize services.

Key Contract Terms	
Start Date: Effective upon BOC approval	End Date: 12/31/2021
Cost Adjustment:	Renewal/Extension Terms: Two renewal options

Overall Contractor Performance Rating:

Would you select/recommend this vendor again?

Choose an item.

Report Period Start: Report Period End: