



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Nicole Jews, Human Resources Manager  
Lincoln Bogard, Administrative Services Director

**MEETING DATE:** June 11, 2024

**SUBJECT:** Consideration of Resolution 2024-91, Awarding a Professional Services Agreement to CPS HR Consulting for as Needed Executive Recruitment Services

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### **RECOMMENDATION:**

Adopt Resolution 2024-91

### **BACKGROUND:**

As a full service agency, the City of Banning, Human Resources Department is responsible for a wide range of operation, maintenance, administrative, and compliance functions which require specialized skill sets. In order to obtain the specific knowledge, skills, and abilities necessary to fulfill these obligations, the City must conduct extensive employment recruiting processes to find and hire qualified staff. Such recruitments are typically conducted by the Human Resources Department, but occasional assistance of a recruiting firm can aide in finding the necessary resources for hard-to-fill positions.

On February 15, 2024, the Purchasing Division issued Request for Proposals (RFP) 23- 025 for Executive Recruitment Services. This RFP was posted on OpenGov bid platform. The solicitation closed on March 25, 2024, with fourteen (14) proposals being received by the deadline. Fourteen (14) proposals were deemed responsive and responsible, and were evaluated by the Evaluation Committee in accordance with the following selection criteria:

- Qualifications
- Pricing
- Experience (Projects of similar size and scope)
- Professional References
- Approach and Methodology
- Value Added Services

The Evaluation Committee determined that CPS HR is the proposer offering the best overall value to the City. Under the terms of the proposed agreement, CPS HR will provide executive recruitment services to include the following:

- Conduct local, regional, and/or nationwide searches for individual positions
- Review candidate qualifications and provide recommendations for personal interview by City of Banning, HR

- Perform reference/background checks, and coordinate with City of Banning, HR to present offers and confirm acceptance

Staff recommendations to award to CPS HR to provide Executive Recruitment Services, for a base initial period of three (3) years with two (2) optional one-year extensions. This is exempt from the Purchasing Policy B-30 Section 3-105(6).

**JUSTIFICATION:**

Executive Recruitment Services typically generate a larger applicant pool of candidates who are highly qualified for the position. City staff do not currently have the capacity to complete this recruitment due to workload issues. Salary and benefit savings while the position is vacant is anticipated to cover the cost of the consulting services.

**FISCAL IMPACT:**

This is exempt from the Purchasing Policy B-30 Section 3-105(6). This agreement is anticipated to be funded from salary and benefit savings related to the vacant position(s).

**ALTERNATIVES:**

1. Adopt Resolution 2024-91 as recommended.
2. Adopt Resolution 2024-91 with modifications.
3. Do not approve Resolution 2024-91 and provide alternative direction to staff.

**ATTACHMENTS:**

1. [Resolution 2024-91, CPSHR Consulting for Exec Recruitment.docx](#)
2. [Exhibit A - C01038 CPS HR Executive Recruitment.pdf](#)
3. [\\_Proposal\\_for\\_BanningCA\\_ExecSearchSvcs\\_03.2024.pdf](#)