

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Tarry Smith, District Administrator

Date: September 20, 2018

Subject: Award Contract to “CPS HR Consulting”, to Provide Executive Search Services, for the District Administrator Position for Carmichael Recreation and Park District.

Introduction/Background:

With the District Administrator retiring next spring, a budget was set aside in the current fiscal year to hire a search firm to administer a recruitment to fill the position. An Ad-Hoc Committee has been established and is represented by Mike Rockenstein and Joyce Carroll.

An RFP (Request for Proposal) was sent to three local Executive Search firms to acquire pricing and outline procedures to assist the District in recruiting candidates for the District Administrator position.

Discussion:

Three search firms were contacted as follows:

*CPS HR Consulting
Sacramento

*Bob Murray and Associates
Roseville

*Ralph Andersen and Associates
Rocklin

Ralph Andersen and Associates did not submit a proposal as they had too many recruitments going on at the time. Two bids were provided on the day and time specified, provided by Bob Murray and Associates and CPS HR Consulting.

Following discussion by staff and the Ad-Hoc Committee, CPS HR Consulting is being recommended to the Advisory Board for approval. The District has worked with CPS HR Consulting in the past and was satisfied with the work they performed. CPS HR Consulting was also the lowest bid with pricing coming in at –

Base contract:
\$17,000

Reimbursable costs:
\$6,000 - \$6,500

Total Contract not to exceed \$23,500

The District has a budget of \$25,000 approved for this item.

CPS HR Consulting also had the best warranty to assure success and a continuance of service if needed beyond the initial recruitment.

Recommendation:

Staff and the Ad-Hoc Committee recommends that the Carmichael Recreation and Park District Advisory Board approve the award of contract to CPS HR Consulting for services in the recruitment of a new District Administrator for the District not to exceed \$23,500 and to authorize the Board Chairman and or his designee to sign all documents.