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Contract for Executive Search Services (B)

When vacancies occur in high level utility positions, Human Resources staff often relies upon the expertise of an executive search firm to assist in recruiting quality applicants on a national level. A firm with knowledge and experience with utility positions helps to identify potential candidates that are well suited to the unique requirements for these positions, creating a greater pool of highly qualified candidates. As the utility workforce ages, competition of high quality utility applicants is expected to increase over time. In addition to enabling GRU to successfully recruit and hire applicants, an established contract for executive search services will expedite the hiring process for high level positions while offering better pricing through a multi-year term contract.

A Request for Proposals (RFP) was issued by GRU Purchasing for a three-year contract for executive search services. The RFP was sent to thirty firms, with seven responding, including one no bid. Proposals were evaluated based on the firm’s qualifications and experience, expertise and personnel, methodology and responsiveness, references, cost, schedule and diversity recruiting. Mycoff, Fry & Prouse, LLC, submitted the best evaluated proposal. Mycoff, Fry & Prouse, LLC is an industry expert for electric, natural gas and water utilities. The recruitment fee for executive level positions is \$55,000 and \$65,000 for a general manager position, excluding travel and expenses. The contract may also be used for hiring other City positions on an as needed basis. A tabulation of the scoring is attached for your reference.

Funds for these services are available in the FY 2014 GRU budget and will be requested in future fiscal years, subject to final appropriation of funds for each year of the contract.

The City Commission: 1) authorize the General Manager, or her designee, to negotiate and execute a three-year contract with Mycoff, Fry & Prouse, LLC for executive search services for utility positions, subject to the approval of the City Attorney as to form and legality; and 2) approve the issuance of purchase orders to Mycoff, Fry & Prouse, LLC in amounts not exceeding budgeted amounts for these services for each year of the contract, subject to final appropriation of funds for each year of the contract.