

City of Warrensburg
Human Resources

February 22, 2021

Honorable Mayor and
Members of the City Council
City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT:

An Ordinance Authorizing the Human Resources Director and City Clerk to Execute an Agreement for Services with Gov HR USA for City Manager Recruitment Services

BACKGROUND:

On Monday, December 14th, 2020 the decision was made to issue a request for proposals for City Manager recruitment services. On December 17th, 2020 the request for proposals was placed on the request for bids tab on the City of Warrensburg website. The request for proposals closing date was Friday, January 22, 2021 by 5:00 P.M.. We received a total of five proposals by the closing date and the firms submitting proposals include: SOFTHQ, Management Partners Incorporate, Baker Tilly US LLP, Government Professional Solutions and GovHR USA. A selection rating process was undertaken by a committee made up of 2 City Council members and 4 City of Warrensburg Department Heads. Each committee member utilized a scoring system and scored each proposal based upon these factors: Capacity and Capability, Customer Relations, Responsiveness, and Timeliness, Experience, Competence and Expertise, Merits of the Proposal including the scope of work & approach for addressing the tasks, Timeline and Proposed Schedule, and Cost of Services. This scoring process was completed and tabulated to determine the top firm on February 11th, 2021. Follow up phone calls were made to other cities utilizing the top firm's services for City Manager recruitments for reference purposes.

Based on the overall scoring and process utilized, staff recommends GovHR USA as the recruiter of choice to perform the City Manager recruitment and be required to complete the standard Consultant Services Agreement which can be viewed by contacting the City Clerk.

ISSUE:

Hire an outside firm to perform the recruitment for the City Manager position.

STRATEGIC PLAN:

Focus III: Growth and Development, Focus V: Employee Morale and Retention.

FISCAL IMPACT:

The FY21 budget does not include this process. The cost for services is \$21,000. This cost if approved will be included in mid-year budget amendments.

RECOMMENDATION:

Staff recommends:

1. Approval of the Ordinance as submitted to Council.

Professionally,

Greg McCullough
Human Resources Director

Attachments: Ordinance
GovHR Proposal