

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

952



FROM: Human Resources Dept.

SUBMITTAL DATE:
July 24, 2006

SUBJECT: Notice of proposed single source agreement with Roberts Consulting Group, Inc. for executive recruitment services without securing competitive bids.

RECOMMENDED MOTION: That the Board of Supervisors receives and files notice of the proposed contracts for the recruitment services without securing competitive bids, in accordance with Ordinance No. 459.4 in the amount of \$91,000 to Roberts Consulting Group, Inc., pursuant to the Purchasing Agent approving this purchase on behalf of the County.

BACKGROUND: The Human Resources Department would like to use the services of the Roberts Consulting Group, Inc. for two department head positions and one deputy director level position. These are crucial positions within their respective departments and we have confidence that this contractor can bring well qualified candidates to fill these very visible positions. Norm Roberts has considerable experience recruiting senior level executives in the private and public sector and access to an extensive network of prospective applicants. Their agency will work in cooperation with Human Resources to fill these positions. The consultant is very familiar with our organizational structure and the community, as he lives and works within Riverside County. We have worked with the Roberts Consulting in the past when they successfully recruited top notch executives for us who are still working for Riverside County.

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 91,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 91,000	Budget Adjustment:	No
	Annual Net County Cost:	\$	For Fiscal Year:	2006/07

SOURCE OF FUNDS: Departmental Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature _____

- Policy
- Consent
- Policy
- Consent

Dep't Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.:

District:

Agenda Number:

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BACKGROUND continued

The proposed timeframe that it will take to conclude these recruitments is through December 2006. The total fixed fee is \$91,000.

Price Reasonableness:

Norm Roberts has competitive pricing compared to other recruiting consultants. Typically, market conditions require the fee to be 10-25% of base pay. In this case, the highest fee would be for the CHA Director/Public Health Officer, whose maximum base rate is \$286,943 annually. A 20% fee would be approximately \$57,389. Norm Roberts is charging a fixed fee of \$30,000 for this recruitment as well as \$31,000 for the Chief Probation Officer and \$30,000 for the Deputy Public Health Director. Based on this, the Human Resources Department considers the price to be reasonable.

Date: July 24, 2006

From: Ron Komers
Human Resources

To: Board of Supervisors

Via: Purchasing Agent

Subject: **Sole Source Procurement; Request for Executive Recruitment Services**

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: **Executive Recruitment Services**

Supplier being requested: **Roberts Consulting Group, Inc.**

Alternative suppliers that can or might be able to provide supply/service: **Alliance Resource Consulting and Cooperative Personnel Services**

Extent of market search conducted: **N/A**

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: **Norm Roberts has a proven track record with Riverside County having successfully recruited several of our current executive staff members. From prior recruitments, he has a familiarity with Riverside County's organization and structure.**

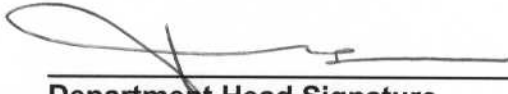
Reasons why my department requires these unique features and what benefit will accrue to the county: **Roberts Consulting has over 30 years of public sector recruitment experience and over 20 years conducting executive level applicants. The County will benefit from his expertise and network of potential clients.**

Price Reasonableness: **Norm Roberts has competitive pricing compared to other recruiting consultants. Typically market conditions require the fee to be 10-25% of base pay. In this case, the highest fee would be for the CHA Director/Public Health Officer, whose maximum base rate is \$286,943 annually. A 20% fee would be approximately \$57,389. Norm Roberts is charging a fixed fee of \$30,000 for each recruitment. Based on this, the Human Resources Department considers the price to be reasonable.**

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? **No.**

Subject: **Sole Source Procurement; Request for Executive Recruitment Services**

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Department Head Signature

7/25/06

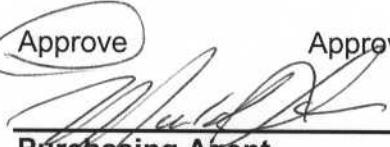
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

July 25 06

Date