

BACKGROUND continued

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. The proposed timeframe that it will take to conclude this recruitment is through April 2008. The total fixed fee is \$30,000.

Price Reasonableness:

Norm Roberts has competitive pricing compared to other recruiting consultants. Typically, market conditions require the fee to be 10-35% of base pay. A 25% fee would be approximately \$32,453. Norm Roberts is charging a fixed fee of \$30,000 for this recruitment. Based on this, the Human Resources Department considers the price reasonable.

Date: January 4, 2008
From: Ron Komers Department/Agency: 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 strong 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 searches. The County will benefit from his expertise and network of potential candidates.

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 a 25% fee would be approximately \$32,453. Norm Roberts is charging a fixed fee of \$30,000 for this 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.

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Department Head Signature

1/8/08

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove



Purchasing Agent

1-8-08

Date