

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

248




FROM: Human Resources Department

SUBMITTAL DATE:
May 5, 2008

SUBJECT: Approve a 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 \$33,000 to Roberts Consulting Group, Inc., pursuant to the Purchasing Agent approving this purchase on the behalf of the County.

BACKGROUND: The Human Resources Department would like to use the services of the Roberts Consulting Group, Inc. for the County Executive Officer position. This is a crucial position for the County and we have confidence that this contractor can bring us extremely qualified candidates to fill this very visible and highly political position. Norm Roberts has considerable experience recruiting senior level executives in the private and public sector and access to an extensive network of prospective applicants.




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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 33,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 33,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 33,000	For Fiscal Year:	2007/08

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

C.E.O. RECOMMENDATION:

APPROVE

BY: 
 Elizabeth J. Olson

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

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

Prev. Agn. Ref.: | District: | Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.32

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Purchasing: 
 Mark Seiler, Assistant Director
 Department Concurrence

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 July 2008. The total fixed fee is \$33,000.

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 \$80,243. Norm Roberts is charging a fixed fee of \$33,000 for this recruitment. Based on this, the Human Resources Department considers the price reasonable.