

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



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
September 22, 2011

**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 receive and file notice of the proposed contract for the recruitment services without securing competitive bids, in accordance with Ordinance No. 459.4 in the amount of \$30,000 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 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.

*Barbara A. Olivier*  
Barbara A. Olivier  
Asst. County Executive Officer/Human Resources Dir.

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 30,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 30,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 30,000	For Fiscal Year:	2011/12

<b>SOURCE OF FUNDS:</b> 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*  
Elizabeth J. Olson

County Executive Office Signature

Policy

Consent

Dept. Recomm.:  
Per Exec. Offc.:

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

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**3.36**

PURCHASING & FLEET SERVICES: *Robert Howdyston*, Director  
 Departmental Concurrence

**Form 11 – RCG Sole Source CEO Recruitment  
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**BACKGROUND continued**

The consultant is very familiar with our organizational structure and the community. We have worked with the Roberts Consulting Group, Inc., 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 December 2011. The total fixed fee is \$30,000.

**Price Reasonableness:**

Roberts Consulting Group, Inc. 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. Roberts Consulting Group, Inc. is charging a fixed fee of \$30,000 for this recruitment, a \$3,000 reduction from their charge for the previous recruitment in 2008. Based on this, the Human Resources Department considers the price reasonable.

Date: September 22, 2011  
From: Barbara A. Olivier 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:

**Roberts Consulting Group, Inc. 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 Group, Inc. 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. Time frames for the completion of the process will be shortened due to prior experience with the County.**

Price Reasonableness:

**Roberts Consulting Group, Inc. 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 of 25% would be approximately \$80,243. Norm Roberts is charging a fixed fee of \$30,000 for this recruitment, a \$3,000 decrease from their prior agreement with the County. Based on these comparisons, 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.**

*[Handwritten Signature]*  
\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

*[Handwritten Signature]*  
\_\_\_\_\_  
Purchasing Agent

*9/22/2011*

\_\_\_\_\_  
Date