



## Legislation Text

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**File #:** 19-1287, **Version:** 1

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Human Resources Department recommending the Board consider:

- 1) Make findings that it is more feasible and economical to engage an outside contractor for the provision of specialized personnel services in accordance with Ordinance 3.13.040;
- 2) Approve and authorize the Chair to sign Agreement 4198 with Cooperative Personnel Services dba CPS HR Consulting to provide specialized testing and scoring services for selected personnel recruitments on an "as requested" basis, for the period of three (3) years from October 1, 2019 through September 30, 2022, for a total not to exceed the amount of \$120,000; and
- 2) Authorize the Purchasing Agent to execute Amendments which do not increase the maximum obligation or term of the Agreement.

**FUNDING:** General Fund.

### **DISCUSSION / BACKGROUND**

Pursuant to Section 701(b) of the County Personnel Rules, Recruitment, Human Resources is charged with evaluating and objectively testing each applicant's qualifications for a County position using a competitive recruitment and selection process. The department has contracted with outside vendors for specialized testing and scoring services when it is necessary to keep the selection process unbiased and/or to protect against a conflict of interest and because it has been determined to be more feasible and economical to engage an outside contractor.

The current contract with CPS for testing and scoring services, Agreement #047-S1810, was originally executed for a term of two (2) years covering the period from July 1, 2017 through June 30, 2019 and for a total amount not to exceed \$65,000. An amendment was subsequently executed in May 2019 to extend the term of the contract one (1) year to expire on June 30, 2020 and to increase the amount by \$4,877, for a total not to exceed \$69,877. There are insufficient funds left in the contract to cover the expected expenses for the remainder of the contract term. County Council has recommended a new contract be executed rather than drafting a new amendment to the current contract.

### **ALTERNATIVES**

The Board could choose not to approve this contract and instead allocate additional personnel and funding for the hiring and development of internal workplace recruitment testing and scoring.

### **PRIOR BOARD ACTION**

11/7/2006 Legistar Item 06-1760 Original Contract with CPS HR Services for testing services and materials.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Procurement and Contracts and County Counsel

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The current contract is for a total amount not to exceed amount of \$69,877. The new contract is for a total amount not to exceed \$120,000 over three (3) years. This is an increase of \$50,123. This increase is accounted for in the budget for Human Resources. For recruitments with additional or specialized recruitment requirements, Human Resources can charge back the department for which the recruitment is for.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Following Board approval, the Board Clerk will forward one fully executed original of the Agreement to Procurement and Contracts for distribution and administration.

### **STRATEGIC PLAN COMPONENT**

This item works toward the Good Governance priority of evaluating “requests and recommendations based on complete assessment of the best available information, with the goal of reaching well informed decisions.”

### **CONTACT**

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