



# Award Contract for Executive Search Firm

Organization, Personnel and Technology Committee

Item 7-6

August 18, 2020

# Background

- In July, Board approved General Manager recruitment process
  1. OP&T reviews executive search firm proposals with Human Resources (HR) Group Manager
    - OP&T committee forwards firms to Board with recommendation
  2. Board reviews executive search firm proposals and OP&T committee recommendation
    - Board selects firm and instructs HR Group Manager to establish contact

# Request for Proposal Criteria

- Human Resources requested proposals from various search firms requesting:
  - Description of firm's experience in public sector, specifically water industry
  - Cost
  - Outreach Plan
  - Key Personnel
  - Approach/ability to meet desired timeline
    - Item was removed from criteria and summary

# Additional Proposal Requested

- After discussions at OP&T in May, June and July Human Resources requested:
  - Placement percentage/statistics of minority and/or female placements over the last 3 years
  - Summary describing options for gathering information from the public and stakeholders

# Proposal Review Process

- Human Resources prepared a one page summary with the information provided from each vendor's proposal
- Human Resources will briefly present each vendor's summary
  - Some proposals use percentage of first year compensation to calculate cost
- Vendor representatives are available on zoom meeting to answer questions

# Vendor 1 - CPS

- CPS HR is a Joint Powers Authority working with all levels of government, including water
- 50% minority and/or female executive placements in the past 3 years
- Experienced hosting large public sessions for public engagement and input, recently online
- Outreach plan includes recruitment video
- Total Cost: \$50,000
- Josh Jones and Frank Rojas

# Vendor 5 – Korn Ferry

- Extensive experience recruiting public and private sector executives, including water and MWD
  - Readiness Assessment conducted on all candidates
- 85% of placements in public water/utilities were ethnic/gender diverse
- Recommend online survey for stakeholder engagement
- Outreach plan includes nationwide search using robust water and utility sector network
- Total Cost: \$132,000
- Shelly Fust and Dan Pulver

# Vendor 3 – Berkheimer Clayton Inc.

- Experience in recruiting for universities, utilities, and private sector
  - Certified Woman-owned Business Enterprise
- 58% minority and/or female placement in past 3 years
- Combination of in-person and town hall meetings with the public for stakeholder engagement
- Outreach plan uses proprietary database and industry research focused on confidentiality
- Total Cost: \$139,200
- Shai Phillips and Betsy Berkheimer-Credaire



# Vendor 4 – Ralph Andersen & Associates

- Extensive experience recruiting public sector executives, including water
- 36.4% female, 11.5% African American, 9% Hispanic and 7.9% Asian placements in last 3 years
- Recommend online survey for stakeholder engagement
- Outreach plan includes nationwide search using key associations in a virtual format
- Total Cost: \$122,000
- Heather Renschler

# Vendor 2 – The Hawkins Company

- Extensive experience recruiting public sector executives, including water and MWD
  - Certified Minority Business Enterprise
- 90% minority and/or female executive placement in the past 3 years
- Combination of online survey and facilitated sessions for stakeholder engagement
- Outreach plan targets top utilities, industries and minority professional associations
- Total Cost: \$130,000
- Brett Byers and Christine Boulware

# Board Options

- Option #1

- Recommend one of the 5 vendors as the executive search firm for the General Manager recruitment process

- Option #2

- Do not recommend a vendor

