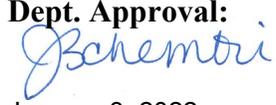
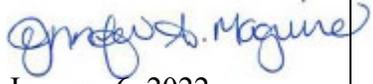


CITY COUNCIL ACTION REQUEST

Department(s): Human Resources	CEQA: Not a Project, File No. PP17-003, Agreements/ Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: CAO, CMO - Budget Office	Dept. Approval:  January 3, 2022
Council District(s): Citywide			CMO Approval:  January 6, 2022

SUBJECT: AMENDMENT TO THE MASTER AGREEMENT WITH ALLIANCE RESOURCE CONSULTING, LLC

REASON FOR ADDENDUM:

The contract amount with Alliance Resource Consulting, LLC is close to reaching the maximum compensation amount provided in the current Master Agreement. There is an urgent need to use their services for at least one executive level recruitment in January 2022. Approval of this item will allow this recruitment to proceed in January 2022 as scheduled.

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to negotiate and execute a Second Amendment to the Master Agreement with Alliance Resource Consulting, LLC, for recruitment projects, increasing the amount of compensation by \$250,000 for a total compensation amount not to exceed \$790,000 with each service order, subject to annual appropriation of funds.

BASIS FOR RECOMMENDATION:

In August 2017, the Human Resources Department conducted a Request for Qualifications (RFQ) to provide recruiting services for various management positions ranging from mid-level management to executive management. The Administration selected and entered into agreements with eight consultants to provide these services, including Alliance Resource Consulting, LLC.

The City currently has approximately 650 vacancies citywide and Alliance Resource Consulting, LL has been utilized for various executive and mid-level recruitments to fill positions such as Deputy City Manager, Director, Deputy Directors, Assistant Fire Chief, Division Manager, etc. The contract amount with Alliance Resource Consulting, LLC is close to reaching the maximum compensation amount of \$540,000. The current term of the contract is from June 6, 2018 through June 30, 2023, subject to annual appropriation of funds.

The Administration anticipates that additional recruiting services for mid-level and executive management positions will be necessary and Alliance Resource Consulting, LLC may be selected to perform these services. The estimated cost for these positions may range between \$20,000 to \$50,000 per recruitment.

Due to the number of vacancies citywide, the amendment to this Agreement will provide the City the ability to utilize Alliance Resource Consulting, LLC to conduct these critical and hard-to-fill recruitments.

Climate Smart San Jose: The recommendation in this memo has no effect on Climate Smart San Jose energy, water, or mobility goals.

Commission Recommendation/Input: No commission recommendation or input is associated with this action.

COST AND FUNDING SOURCE:

Services performed by Alliance Resource Consulting, LLC under this agreement will be authorized by service orders. Costs incurred for authorized service orders through the end of the agreement term on June 30, 2023 will be paid by the Non-Personal/Equipment appropriation for the department that is utilizing the service, subject to annual appropriation of funds by the City Council. If needed as part of a future budget process, departments may recommend the reallocation of vacancy savings from their Personal Services appropriation to their Non-Personal/Equipment appropriation to support critical recruiting activities.

FOR QUESTIONS CONTACT: Jennifer Schembri, Director, Human Resources, jennifer.schembri@sanjoseca.gov