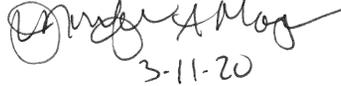


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Human Resources	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	<b>Coordination:</b> CMO, CAO, Budget Office	<b>Dept. Approval:</b> /s/ Jennifer Schembri
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  3-11-20

**SUBJECT: AMENDMENT TO MASTER AGREEMENT WITH CPS HR CONSULTING FOR RECRUITMENT PROJECTS**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to negotiate and execute a First Amendment to the Master Agreement with CPS HR Consulting, for recruitment projects, increasing the amount of compensation by \$250,000 for a total compensation amount not to exceed \$540,000 with each service order subject to 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 Cooperative Personnel Services (CPS HR Consulting).

The City currently has approximately 650 vacancies citywide and CPS HR Consulting has been utilized for various executive and mid-level recruitments to fill positions such as Director, Deputy Directors, Assistant Communication Officer, Division Manager, Senior Engineers, Building Management Administrators, etc. The contract amount with CPS HR Consulting is close to reaching the maximum compensation amount of \$290,000. The current term of the contract is from February 4, 2017 through June 30, 2023.

The Administration anticipates that additional recruiting services for mid-level and executive management positions will be necessary and CPS HR Consulting may be selected to perform these services. The estimated cost for these positions may range between \$17,000 to \$24,000 per recruitment.

Due to the number of vacancies citywide, the amendment to this Agreement will provide the City the ability to utilize CPS HR Consulting to conduct mid-level and executive recruitments.

Climate Smart San Jose: The recommendation in this memo has no effect on Climate Smart San José 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 CPS HR Consulting under the continuation of this agreement will be authorized by service orders. An appropriation is not required for the Master Consultant Agreement, but is required for each service order authorized under this agreement. Costs incurred for authorized service orders for FY 19-20 will be funded by Departmental Personal Services vacancy savings or the Non-Personal/Equipment appropriation for the department that is utilizing the service, subject to the appropriation of funds by the City Council. Future funding is subject to the availability of funds and, if needed, will be included in the development of future year budgets during the annual budget process.

**FOR QUESTIONS CONTACT:** Linh Le, Division Manager, Human Resources, [Linh.le@sanjoseca.gov](mailto:Linh.le@sanjoseca.gov)