

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	March 24, 2014
	Agenda Item No.	41
	Roll Call No.	<u>14-0506</u>
	Communication No.	<u>14-115</u>
	Submitted by:	James R. Wells, Human Resources Director

AGENDA HEADING:

Approve contract with The Mercer Group, James Mercer, President, 1000 Cordova Place, Suite 726, Santa Fe, New Mexico, 87505 to provide executive search services for the 2014 City of Des Moines City Manager search.

SYNOPSIS:

Approve contract with The Mercer Group to perform executive search services for the City Manager recruitment and selection. The services provided include: a needs assessment; development of position profile and all other recruitment materials; job posting and candidate recruitment; candidate screening and evaluation and presentation of recruitment results; management of on-site interviews; final background checks; offer and negotiation assistance, if requested; and candidate orientation and follow-up.

FISCAL IMPACT:

Amount: \$24,500

Funding Source: G001 CMO010000

ADDITIONAL INFORMATION:

At the January 13, 2014 City Council meeting, Council directed Human Resources to solicit bids from qualified search firms. Requests for quotes were e-mailed to 14 search firms. Seven (7) firms submitted proposals, one (1) declined, and six (6) did not respond.

All firms proposed similar search protocols: needs assessment, position profile development, recruitment and networking, presentation of candidates, background and reference checking, onsite interviews, finalist selection, and job offer and negotiation. The costs submitted were also alike, ranging from \$21,250 to \$24,500 with one (1) outlier at \$30,000.

Proposals were evaluated on such qualitative items as: search experience with cities the size of Des Moines; retention rates of placed candidates; responsiveness, thoroughness of candidate screening and reference checks; placement guarantees; and prior experience with the City of Des Moines. Two (2) firms were determined to be the most qualified to conduct this search. Mayor Cownie and Human Resources Director James Wells interviewed both firms and Wells conducted reference checks on each. Based on all of the information presented in the proposals and information gleaned from the interviews and reference checks, The Mercer Group appears to be most suited to conduct your City Manager search.

The Mercer Group (Mercer) is the largest nationwide public sector search firm. Mercer has branch offices in 12 states. The lead consultant on the City's search will be Jim Mercer (President). Mercer presented a thorough and organized work plan. Mercer will conduct the search for \$16,500 plus expenses not to exceed \$8,000. Previous Des Moines searches conducted by Mercer include the Fire Chief in 2009 and Police Chief in 2007. Mercer offers a comprehensive guarantee, including:

- Replacement of the new City Manager if he/she leaves Des Moines for any reason during the first 24 months for out-of-pocket cost only.
- Mercer will not recruit any City employee for two (2) years after completion of the City manager search.
- Mercer will never recruit the placed City Manager while employed by the City of Des Moines.
- Mercer will not present a candidate simultaneously to more than one client.
- Mercer will continue the search until the City makes a selection.

If approved, Mercer will initiate the next phase in the process, which is the Position Analysis and Profile. This involves extensive consultation with the Mayor and Council, key staff and others at the discretion of City Council to determine the City's vision/mission, goals and objectives, the needs and issues, requirements of the job, and to obtain information about the environment within which the position functions.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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