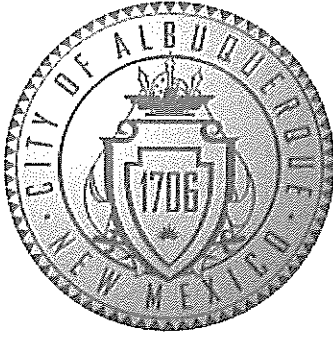


EC-22-199




CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

Mayor Timothy M. Keller

INTER-OFFICE MEMORANDUM

October 14, 2022

TO: Isaac Benton, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2022-282-HRM-BJ
"Executive Search Services"

The City of Albuquerque's Human Resources Department, Employment/Class and Compensation Division in conjunction with the Department of Finance, Purchasing Division, issued the RFP for Executive Search Services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on July 28, 2022 and advertised in the Albuquerque Journal on July 10, 2022.

The City received four (4) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring all proposals, the ad hoc committee agreed on awarding to the three (3) highest scoring proposals. Employers Pro Advantage earned the highest score of 916.67 points followed by Recruiting Source International with a score of 833.33 and David Gomez Partners Inc. with a score of 816.81. The ad hoc committee found Employers Pro Advantage, Recruiting Source International, and David Gomez Partners Inc. to all be both responsive and qualified and recommends an award to all three firms.

I concur with this recommendation.

The City of Albuquerque's Human Resources Department, Insurance and Benefits Division will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2022-282-HRM-BJ "Executive Search Services"

Approved:

Lawrence Rael
Chief Administrative Officer

Date

Approved as to Legal Form:

DocuSigned by:

Lauren Keefe
City Attorney

10/26/2022 | 10:37 AM MDT

Date

DS

DS

ME

Recommended:

DocuSigned by:

Anthony Romero
Director of Human Services

10/22/2022 | 1:26 PM MDT

Date

Cover Analysis

1. What is it?

Request for proposals award for executive search services to establish contracts to be used by all City departments

2. What will this piece of legislation do?

These awards will assist the City to find qualified personnel for hard to fill positions.

3. Why is this project needed?

Executive search services will help the City to maximize our chances of finding the best possible candidate to fill positions.

4. How much will it cost and what is the funding source?

The Human Resources Division is establishing contracts for executive search services to be used by all City departments. Each department will use the current allocated budget to pay for these services. No additional funding will be allocated.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

There is not a revenue source associated with this award.

FISCAL IMPACT ANALYSIS

TITLE: Executive Se

R:

Q:

FUND:

110

DEPT:

Various City

- ☒ No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- ☐ (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2023	Fiscal Years 2024	2025	Total
Base Salary/Wages				-
Fringe Benefits at				-
Subtotal Personnel	-	-	-	-
Operating Expenses		-		-
Property		-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
<input checked="" type="checkbox"/> Estimated revenues not affected				
<input type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS:

Establishing a personnel recruitment contract to be used by all city departments as needed. If the hired candidate was obtained through the recruiter, the department will absorb the recruitment expense in its existing budget.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

APPROVED:

DocuSigned by:

Tanya E. Gallegos

FISCAL ANALYST

DocuSigned by:

[Signature]

7/10/22/2022 | 1:26 PM MDT

DIRECTOR (date)

REVIEWED BY:

DocuSigned by:

Kevin E. Noel

EXECUTIVE BUDGET ANALYST

DocuSigned by:

Lawrence L. Davis

BUDGET OFFICER (date)

DocuSigned by:

Ann Marie Bourner

CITY ECONOMIST



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 9/19/2022 | 2:23 PM MDT

TO: Chief Administrative Officer

FROM: Anthony Romero

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2022-282-HRM-BJ
RFP Name: Executive Search Services

DS
APR

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Department of Human Resources

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were Four (4)

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Employer's Pro Advantage, Recruiting Source International, and David Gomez Partners Inc.

I concur with this recommendation. Listed below are the composite scores for the top three responses received:

COMPANY NAME	SCORE
Employers Pro Advantage	916.67
Recruiting Source International	833.33
David Gomez Partners Inc.	816.81

The Department that will be managing this contract is Department of Human Resources

Approved:
DocuSigned by:

9/21/2022 | 4:32 PM MDT

Chief Administrative Officer (Date)

Attachment: Scoring Summary

