



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1819-78

File ID: K-1819-78 **Type:** Contract **Status:** Consent Item

Version: 1 **Reference:** Item 29 **In Control:** City Council

Department: Human Resources **Cost:** **File Created:** 11/07/2018
Department

File Name: Springsted Waters **Final Action:**

Title: CONTRACT K-1819-78: BY AND BETWEEN SPRINGSTED WATERS AND THE CITY OF NORMAN, OKLAHOMA, TO PROVIDE RECRUITMENT SERVICES TO THE COUNCIL OF THE CITY OF NORMAN FOR THE SELECTION OF A CITY MANAGER FOR THE CITY OF NORMAN.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1819-78 with Springsted Waters, L.L.C., to provide recruitment services for the selection of a City Manager; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 11/13/2018

Agenda Number: 29

Attachments: K-1819-78 Springsted Waters

Project Manager: Gala Hicks, Director of Human Resources

Entered by: pam.jones@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1819-78

Body

BACKGROUND: Steve Lewis, former City Manager for the City of Norman, resigned his position and accepted employment as City Manager for a community in Texas. His last day of employment for the City of Norman was September 28, 2018. In anticipation of Mr. Lewis' departure, City Council reached out to Oklahoma Municipal Management Services, Inc. (OMMS) for assistance in identifying a candidate for Interim City Manager. City Council interviewed Ms. Mary Rupp on September 18, 2018. City Council approved Contract K-1819-67 on September 25, 2018, to secure the services of Mary Rupp as Interim City Manager during the time period that will be necessary to recruit and hire a permanent City Manager to replace Mr. Lewis.

Ms. Rupp's first official day on the job as Interim City Manager was on September 28, 2018. To assist Council in recruiting and hiring a permanent City Manager, Ms. Rupp directed the Human Resources Department to seek Requests for Proposals (RFP) from qualified nation-wide search firms for Council's consideration. The City received RFP's from the following firms: SGR; Springsted Waters; and GOVHR USA. After Council had an opportunity to review the proposals, interviews with City Council were scheduled on October 25, 2018, with

representatives of SGR and Springsted Waters. After receiving City Council feedback following Council review of the proposal and the interview process, Ms. Rupp is now bringing forward for Council's consideration Contract K-1819-78 with Springsted Waters to assist the City Council in its recruitment efforts for a permanent City Manager.

DISCUSSION: Springsted Waters is a nationally known Executive Recruitment firm with offices in Addison, Texas. The Proposal submitted by the firm is attached to Contract K-1819-78. The interview with Council was with Sharon Klumpp, who is a Senior Vice President in the firm. Ms. Klumpp will be working with the Council in the City Manager recruitment effort.

Ms. Klumpp has been clear that the recruitment effort must be City Council-driven and that their firm is here to assist in the Council's efforts. Based on Springsted Waters' experience in other executive recruitment efforts, the proposal consists of the following phases:

PHASE ONE

Task 1 - Candidate Profile Development/Advertising/Marketing (includes one day on site by Project Team Leader).

Task 2 - Identify Quality Candidates.

PHASE TWO

Task 3 - Screening of Applications and Submission of Recommended Semi-Finalists to Client. (includes one day onsite by Project Team Leader)

Task 4 - Reference Checks, Background Checks, and Academic Verifications.

PHASE THREE

Task 5 - Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader).

Springsted Waters (S|W) is prepared to start immediately after approval of Contract K-1819-78. The cost for the services, as outlined in the Contract, is \$24,500. Additional costs are included if Council decides to conduct a community-wide survey or any additional services not outlined in the original scope. If all goes as expected, Springsted Waters anticipates Council being in a position to extend an employment offer toward the end of February 2019. Springsted Waters also offers a "triple guarantee" stated as follows:

1. A commitment to remain with the recruitment assignment until Council has made an appointment for the fee and tasks quoted in the proposal. If Council is unable to make a selection from the initial group of finalists, S|W will work to identify a supplemental group until Council finds a candidate to hire.
2. The executive recruitment is guaranteed for 24 months against termination or resignation. Within the first two years following the date of hire, the replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within the organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of any state laws.
3. S|W will not solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

RECOMMENDATION: Based on City Council input from review of the proposals, City Council interviews with representatives of the executive search firms, and City Council feedback, it is recommended that Contract K-1819-78 with Springsted Waters be approved.

It is further recommended that \$30,000 be appropriated from the General Fund Balance (010-0000-253.20-00) to Consultant (010-1001-411.40-01) to cover the cost of the recruitment efforts.