



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: January 28, 2020

TO: Board of Supervisors

FROM: **Steve Rose, Director of Human Resources**

SUBJECT: Resolution Approving Amendment #1 to the Agreement with Cooperative Personnel Services Human Resources Consulting (CPS HR Consulting) for Professional Recruitment Services, Expanding the Scope of Services, Increasing the Maximum Contract Amount by \$79,125 and Extending the Contract Termination Date to June 20, 2020 and Amending Fiscal Year 2019/20 Human Resources budget.

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: This contract for services is a fee for service contract. This item will impact the FY 19/20 Human Resources budget. Expenses will be billed back to departments who use the contracted recruiting services with zero net cost to the Human Resources department. A budget amendment with expenses and offsetting revenue is included in the resolution. There is no expected impact to the General Fund.

BACKGROUND: The Human Resources (HR) Department is responsible for recruiting talented employees to support the County's departments. The Department has historically contracted with Cooperative Personnel Services Human Resources Consulting (CPS HR) to supplement the Department's professional recruiting services. On November 13, 2019, the Department entered into a purchasing contract (PESN3908) with CPS HR for the provision of executive recruitment services and a labor market study for the County Librarian position for the term of November 6, 2019 through March 28, 2020. Additional needs for recruiting services beyond the County Librarian position remain this fiscal year, including the pending vacancy of the Department of Social Services Director.

Under this Amendment, the contract price would be increased by \$79,125 for a maximum contract price of \$100,000 for the additional recruitment services outlined in the revised Exhibit A Schedule of Services. Additionally, the termination date would be extended from March 28, 2020 to June 30, 2020.

Section 7.1(B.) of the Purchasing Policy states Board approval is required for contracts with a total annual cost exceeding \$50,000. Therefore, we are seeking your approval of this Amendment #1 which, in aggregate, exceeds the Purchasing Agent's authority. We seek your approval to direct the Auditor-Controller to amend the FY 19/20 Human Resources budget accordingly.

Item Initiated and Approved by: Steve Rose, Director of Human Resources

Submittal Date: January 13, 2020

Revision Date: