



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-102

From: Kori Elden, Executive Assistant/HR Generalist

Date: November 13, 2020

**Subject: Recruitment Consulting Services Request for Proposals No. 38-2020**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award RFP 38-2020 'Recruitment Consulting Services' to Leaders International Executive Search for a one year period commencing December 3, 2020, with provision for a possible one year extension at an estimated cost of \$25,600 per search; further, that the Chair and Chief Administrative Officer be authorized to enter into and sign the agreement on behalf of the PRRD.

## **BACKGROUND/RATIONALE:**

Executive and professional local government positions are often difficult to recruit and are further challenging with the remote northern location of the PRRD.

In 2019/2020, the PRRD used recruiting services for three positions:

1. Procurement Officer
2. General Manager of Development Services
3. Protective Services Manager

To address the difficulty of hiring qualified professionals or specialists, the PRRD issued a Recruitment Consulting Services RFP seeking assistance to fill an estimated 1-3 exempt positions per year.

Leaders International Executive Search (Leaders) has 30 years of experience and scored the highest, 68.30 out of 100, in the procurement evaluation matrix. They have recruited for and filled over 5,000 positions and over 200 were local government leadership positions. Additionally:

- Leaders has experience recruiting in the Peace River Regional District and filling positions in northern cities.
- This is the sole proposal to provide an 18-month unconditional guarantee on placed candidates.
  - If a candidate leaves for any reason within that timeframe, a new search will be conducted at no cost other than disbursements.
- Leaders provides weekly progress reports throughout the recruitment process.
- They hold an extensive database and network with leaders worldwide.
- Leaders' standard search timeline is 12-16 weeks and they can expedite the timeline to meet the needs of the PRRD.

Two of the eight proposals received were not considered as they were found to not meet the requirements of the Request For Proposals:

- Odgers Berndtson: Proposal only provided pricing for senior leadership roles.
- Big Sky: Non-compliant pricing (hourly rate instead of a percentage of the position salary).

### ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Support and Develop Human Resources

### FINANCIAL CONSIDERATION(S):

The proposal from Leaders has the highest overall cost; 25% of the position salary (including 5% disbursements) and \$100 background checks per finalist candidate. This results in fluctuating costs per recruitment, depending on the salary of the position being filled.

As pricing was requested as a percentage of salary rate, in order to compare contract costs between all proposals, staff used an average salary rate resulting in a rate of \$26,500 per 'average' recruitment. The actual cost of the contract may increase or decrease, dependent on the salary of the position(s) being filled, and the number of positions that need to be filled.

In 2020, the PRRD budgeted \$100,000 for Recruitment Services.

### Overall Ranking

Leaders scored the highest based on experience and qualifications, methodology, and work schedule.

	Leaders International	Kelly	EnerTech	Waterhouse	2MI Employment	Odgers	V-Tech	Big Sky
<b>Mandatory Requirements</b>								
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓	✓
<b>Scoring Matrix Results</b>								
EXPERIENCE & QUALIFICATIONS (15%)	12.50	11.00	7.50	11.00	7.00	13.00	7.50	3.00
METHODOLOGY (25%)	25.00	17.50	14.00	17.00	11.00	23.00	11.50	5.00
WORK SCHEDULE (25%)	16.00	11.50	15.50	13.00	8.50	16.50	10.00	2.50
PROJECT BUDGET (35%)	14.80	24.00	26.70	21.70	35.00	6.00	16.30	0.00
<b>Total Score</b>	<b>68.30</b>	<b>64.00</b>	<b>63.70</b>	<b>62.70</b>	<b>61.50</b>	<b>58.50</b>	<b>45.30</b>	<b>10.50</b>

### COMMUNICATIONS CONSIDERATION(S):

The successful proponent will be notified in writing of the Board's decision and the Procurement Officer will administer an agreement for service.

### OTHER CONSIDERATION(S):

None.