

## Legislation Text

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**File #:** BILL NO. 17-134, **Version:** 1

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AN ORDINANCE APPROVING AWARD OF RFP 2017-110 TO THE NOVAK CONSULTING GROUP, INC. FOR A HUMAN RESOURCES DEPARTMENT ASSESSMENT FOR A ONE-YEAR CONTRACT AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NOVAK CONSULTING GROUP, INC. BY AND ON BEHALF OF THE CITY. (F&BC 6/5/17)

Issue/Request:

AN ORDINANCE APPROVING AWARD OF RFP 2017-110 TO THE NOVAK CONSULTING GROUP, INC. FOR A HUMAN RESOURCES DEPARTMENT ASSESSMENT FOR A ONE-YEAR CONTRACT AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NOVAK CONSULTING GROUP, INC. BY AND ON BEHALF OF THE CITY.

Key Issues:

Human Resources operations have changed rapidly in recent years, and it is the objective of the organization to be able to efficiently adapt to those existing changes as well as future needs and expectations from Human Resources.

The City employs approximately 1,000 people during peak seasonal periods. Many, if not most, of the City's jobs or positions are highly regulated either by professional standards or minimum requirements, are technical in nature, or are subject to difficult working conditions. The diversity of job types and number of employees creates a variety of HR challenges related to employee training, risk management, compensation and benefit management, organizational policies and procedures, recruitment, compliance with rules and regulations, discipline and investigations, and other services or functions classically attributed to HR.

Similar to the assessment of the City's development process, the City is seeking an assessment of the organization's HR needs and recommendations as to how to best address those needs so that they can be delivered efficiently, consistently, and with a customer service approach.

Approval of this ordinance will award RFP 2017-110 to the Novak Consulting Group.

- 122 firms were notified via e-bidding service Public Purchase.
- 7 firms on the project vendor list were notified of the RFP advertisement via email.
- RFP advertisement was posted on the City's website.
- 8 responses received.
- 2 responses were deemed non-responsive due to noncompliance to RFP Requirements.

Proposed City Council Motion:

FIRST MOTION: I move for second reading of AN ORDINANCE APPROVING AWARD OF RFP 2017-110 TO THE NOVAK CONSULTING GROUP, INC. FOR A HUMAN RESOURCES DEPARTMENT ASSESSMENT FOR A ONE-YEAR CONTRACT AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NOVAK CONSULTING GROUP, INC. BY AND ON BEHALF OF THE CITY.

SECOND MOTION: I move for adoption of AN ORDINANCE APPROVING AWARD OF RFP 2017-110 TO THE NOVAK CONSULTING GROUP, INC. FOR A HUMAN RESOURCES DEPARTMENT ASSESSMENT FOR A ONE-YEAR CONTRACT AND

AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NOVAK CONSULTING GROUP, INC. BY AND ON BEHALF OF THE CITY.

Background:

The organization has not completed an assessment of this type for HR in a very long time. Meanwhile, the organization has dramatically changed over the last 10 years. The HR assessment will help guide the HR Department as the organization continues to grow and mature.

Presenter: Nick Edwards | Director of Administration

Committee Recommendation: A motion was made by Councilmember Faith, seconded by Councilmember Edson that this Ordinance be recommended for approval to the City Council - Regular Session due back on 6/15/2017. The motion carried by unanimous vote.