

RESOLUTION NO. 2015-39

AUTHORIZING CONTRACT NO. 2014-173A WITH DIVERSITY SEARCH GROUP, LLC TO PROVIDE ON-CALL RECRUITING SERVICES FOR A PERIOD OF THREE (3) YEARS IN AN AMOUNT NOT TO EXCEED \$180,000.00 (GENERAL FUND, HUMAN RESOURCES DEPARTMENT BUDGET)

WHEREAS, the Authority needs to augment its recruitment of non-bargaining personnel for one or more vacant technical positions within the Authority; and

WHEREAS, the proposal of Diversity Search Group, LLC ("DSG"), located at 2600 Corporate Exchange Drive, Suite 110, Columbus, OH, 43231 to provide On-Call Recruiting Services for a period of three (3) years, at a negotiated compensation rate of 20% of the first year salary of the selected candidate(s), for a total amount not to exceed \$180,000.00, was received on December 12, 2014; and

WHEREAS, the General Manager/Secretary-Treasurer deems the offer of DSG, as negotiated, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the proposal submitted by Diversity Search Group, LLC ("DSG"), as modified by negotiations, to provide On-Call Recruiting Services for a period of three (3) years, be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to enter into a contract with DSG to provide On-Call Recruiting Services for a period of three (3) years.

Section 3. That said contract shall be payable from the General Fund, Human Resources Department budget in an amount not to exceed \$180,000.00 for a period of three (3) years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon appropriation of funds for future years and upon compliance by the contractor to the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution No. 2013-031; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.


Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that DSG will attempt to exceed the 20% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: April 21, 2015



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: CONTRACT: ON-CALL RECRUITING SERVICES FOR THREE YEARS VENDOR: DIVERSITY SEARCH GROUP, LLC AMOUNT: NOT TO EXCEED \$180,000.00	Resolution No.: 2015-39
	Date: April 16, 2015
	Initiator: Human Resources Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Authority to enter into a contract for On-Call Recruiting Services for a period of three (3) years.

- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority has experienced difficulty in filling several positions that require specialized skill sets including, but not limited to, the Finance, Engineering and Information Technology fields. Utilizing staffing agencies to assist with the recruitment efforts is necessary, as they can provide qualified candidates in a short time frame. This award has been split into two contracts in order to provide the Authority with the best combination of resources to locate qualified candidates in the desired fields.

- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposal (RFP) was posted on the GCRTA Procurement web site and advertised in the local newspapers. Twenty-three (23) prospective proposers downloaded the solicitation and four (4) proposals were received. After evaluation by a panel of Authority employees in accordance with established Procurement policies and procedures, and after negotiations, the proposal of Diversity Search Group, LLC (DSG) to provide On-Call Recruiting Services for a period of three (3) years was selected as one of the most advantageous to the Authority. DSG will be compensated only if the selected candidate is permanently placed at the Authority. They have proven experience placing candidates in a variety of positions, including finance and engineering. They offer a deep and diverse candidate pool to draw resources from and are committed to providing the Authority with customized and innovative recruitment efforts.

 A cost analysis was performed and the Procurement Department determined the proposal of DSG to be fair and reasonable to the Authority.

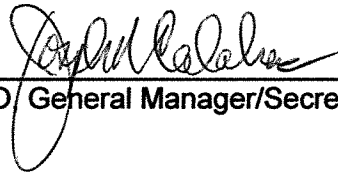
- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 20% DBE goal was established for this procurement. Diversity Search Group have committed to achieving the DBE participation goal through the utilization of Icon Investigations Security (female-owned) in the amount of \$36,000 or 20%.

- 5.0 **POLICY IMPACT:** Does not apply.

- 6.0 **ECONOMIC IMPACT:** This procurement will be funded through the General Fund, Human Resources Department budget, on an as needed basis, in an amount not to exceed \$180,000.00 for a period of three (3) years.

- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would impact the ability of the Human Resources Department to recruit for critical and hard to fill positions for the Authority.
- 8.0 RECOMMENDATION: This procurement was discussed at the April 7, 2015 Committee of the Whole meeting and recommended for approval to the Board of Trustees. It is recommended that the offer of DSG be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO/General Manager/Secretary-Treasurer