



WAIVER OF COMPETITIVE BID,
APPROPRIATE FUNDS, AND APPROVAL OF
PROFESSIONAL SERVICES AGREEMENT
WITH COOPERATIVE PERSONNEL SERVICES
DBA CPS HR CONSULTING

City Council Meeting
January 11, 2022

Amy Reeve
Human Resources Director,
Human Resources Department

BACKGROUND

The Human Resources Department consists of 21 full-time positions. The department has been severely impacted in the last year with multiple vacancies and the COVID-19 pandemic.

The department has three (3) Analyst positions vacant (one in Human Resources and two in Risk Management), and one (1) Human Resources Technician vacancy.

BACKGROUND, cont.

While the department has recently hired two (2) Principal Human Resources Analysts, and one (1) Diversity, Inclusion & EEO Officer, these positions are responsible for other areas in the department.

The department has also been managing the City's COVID-19 communication, testing, and policy development. This has been a massive undertaking.

BACKGROUND, cont.

By approving this resolution, the Council will enable the Human Resources Department to engage in a relationship with an outside professional Human Resources organization to temporarily support the department with their current vacancies and COVID-19 testing. This in turn, will assist the HR department in supporting all City departments with recruitment and selection, classification and compensation studies, employee relations guidance, and other related personnel matters.

WAIVER OF COMPETITIVE BID

- Section 3-08.100(D) of the City Code and Council Policy 600-01 (Selection of Professional Services) provides that Council may waive its RFP procedures if waiver is in the best interests of the City.
- CPS HR Consulting has the expertise to provide specialized services and the ability to quickly respond to the City's urgent needs. For that reason, the waiver of competitive bidding is in the City's best interests and there are valid reasons for such a waiver.

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution: 1) waive competitive bidding pursuant to Section 3-08.100(D) of the Santa Rosa City Code and Council Policy 600-001; 2) appropriate \$105,360 from unassigned general fund balance; and 3) approve a Professional Services Agreement with Cooperative Personnel Services dba CPS HR Consulting in the amount of \$105,360 to provide professional Human Resources services to temporarily support the department with current vacancies and COVID-19 testing.

QUESTIONS?