

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, HUMAN RESOURCES DIRECTOR
HUMAN RESOURCES DEPARTMENT
SUBJECT: WAIVER OF COMPETITIVE BID, APPROPRIATE FUNDS, AND
APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH
COOPERATIVE PERSONNEL SERVICES DBA CPS HR
CONSULTING

AGENDA ACTION: RESOLUTION

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.

EXECUTIVE SUMMARY

This resolution approves Cooperative Personnel Services dba CPS HR Consulting to provide professional Human Resources services to the City's Human Resources Department with their current vacancies and COVID-19 testing.

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 obtain the needed assistance to temporarily support the department with their current vacancies and COVID-19 testing. This in turn, will assist the department in supporting all client departments with their vacancies with recruitment and selection, classification and compensation studies, employee relations guidance, and other related personnel matters.

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.

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The department has four (4) Analyst positions vacant (two in Human Resources and two in Risk Management), and one (1) Human Resources Technician vacancy. 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 communications, testing, and policy development. The COVID response has been a massive undertaking.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Human Resources Department is in need of temporary subject matter expert assistance. In order for the Human Resources Department to serve their client departments and the community in the most effective manner, the department requires immediate professional assistance. Cooperative Personnel Services dba CPS HR Consulting has worked with the City of Santa Rosa in the past and has proven to have the expertise.

Section 3-08.100(D) of the City Code provides that purchases of supplies, material, equipment, and services may be made without recourse to competitive bidding requirements where the source of supply, necessary restrictions in specifications, necessary standardization, quality considerations, or other valid reasons for waiving competition appears. Section 4.1.2 of Council Policy 600-01 (Selection of Professional Services) also provides that "Council may waive its RFP procedures if waiver is in the best interests of the City."

Under Section 3-08.100(D), the approval of the waiver of competitive bidding must be approved at the same level of authority as set forth in Section 3-08.110 of the City Code. Council is the award authority for a purchase with a not-to-exceed amount over \$100,000 and must approve the waiver of competitive bidding.

Waiver of competitive bidding is in the best interests of the City and there are valid reasons for a waiver for the recommended contract with Cooperative Personnel Services dba CPS HR Consulting for professional services to temporarily support the department with current vacancies and COVID-19 testing. CPS HR Consulting has the expertise to provide these 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.

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FISCAL IMPACT

Funds for services to be provided in FY 2020/2021 in the amount of \$105,360 are not included in the adopted General Fund budget and will be appropriated from the unassigned fund balance.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A - Professional Services Agreement

CONTACT

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