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AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BARA INFOWARE, INC., FOR TECHNICAL RECRUITING AND STAFFING SERVICES

Staff Contact: Jim Brown, Director, Human Resources and Risk Management

Purpose and Recommended Action

This is a request for City Council to approve and direct the City Manager to enter into an agreement with Bara Infoware Inc., for Technical Recruiting and Staffing Services for one (1) year and authorizing the City Manager the option to extend the term of this agreement four (4) additional years in one (1) year increments.

Background

Over the past several years the city has successfully utilized a technical recruiting and staffing firm to assist us in recruiting for highly technical and specialized positions. As our technology needs to grow and change, it is in the best interest of the City to have several firms on contract that can compete for the City's business on an as needed basis. Therefore, the Human Resources & Risk Management Department in conjunction with the Innovation & Technology Department has solicited proposals from staffing firms to provide technical recruiting and staffing services. The goal is to have a group of qualified firms that specialize in technical recruiting and staffing that are capable of providing a selection of candidates who are qualified in a variety of information technology positions and also have the ability to provide temporary technology staff on an as-needed basis. In May 2016, we began the RFP process. An evaluation committee comprised of employees from Human Resources & Risk Management and Innovation & Technology reviewed the proposals for technical recruiting and staffing services. Bara Infoware Inc., was ultimately selected as one of six vendors that best matched the needs of the city.

Analysis

Information Technology positions can be very difficult to fill due to a shortage of qualified individuals in the market and the technical skills and certifications required. Many times the positions remain vacant for month's which makes it difficult for the Innovation & Technology department to provide services to the organization. Over the past few years, the city has utilized the services of a technical recruiting and staffing firm to fill a variety of difficult regular status technology positions such as Systems Analyst, Systems Administrator, Database Administrator and Network Engineer.

We utilize these recruiting and staffing firms to assist us in the recruiting process by helping to source viable candidates when we are having difficulty sourcing qualified candidates through our normal recruitment process.

The Innovation & Technology department also occasionally needs to source highly qualified temporary

technical assistance in the areas of PeopleSoft, Police Department systems, sales tax and Water Services systems. These firms are invaluable in providing qualified technical temporary assistance and they have the ability to test and confirm these skills as well.

Community Benefit/Public Involvement

The ability to recruit a highly skilled and qualified workforce insures quality services for the betterment of our community.

Budget and Financial Impacts

The fee for utilizing a recruiting firm is only paid if we select a candidate that was provided through the recruiting firm and will be 4% of the candidate's annual salary upon hire with the city. The hourly rate the city pays for technical temporary staffing is outlined in Exhibit B of this agreement. The hourly rate varies by job function and skill level. Due to these services only being required on an as-needed basis, we have estimated the annual cost of these services to be $60,000 per year but will not exceed $300,000 for the entire term of this agreement.

Cost	Fund-Department-Account
$60,000	2591-18402-518200, Professional & Contractual

Capital Expense? No

Budgeted? Yes

Requesting Budget or Appropriation Transfer? No

If yes, where will the transfer be taken from?