



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #: 21-260, Version: 1**

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- a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Human Resources Consulting Services based on the criteria set forth in RFP #10746. The agreements are between the County of Monterey and the fifteen (15) named vendors as follows: CPS HR Consulting, Berry Dunn, Evergreen Solutions, LLC, Jim Potterton, PhD, LLC, K. Johnsen Human Resources Consulting Services, Management Partners, MGT of America Consulting, LLC, People Development Systems, LLC, The Segal Group, Sloan Sakai Yeung & Wong, LLP, Switzer Associates Leading Solutions, Unleashing Leaders, Inc., and WBCP, Inc., on an as-needed basis for the initial term of five (5) years from April 1, 2021 through and including March 31, 2026. The aggregate amount over the term of all Agreements shall not exceed \$1,000,000, in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Human Resources Consulting Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 31, 2026; and
- c. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$1,000,000, even if no additional Agreements are entered into.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Countywide Service Agreements to provide Human Resources Consulting Services based on the criteria set forth in RFP #10746. The agreements are between the County of Monterey and the fifteen (15) named vendors as follows: CPS HR Consulting, Berry Dunn, Evergreen Solutions, LLC, Jim Potterton, PhD, LLC, K. Johnsen Human Resources Consulting Services, Management Partners, MGT of America Consulting, LLC, People Development Systems, LLC, The Segal Group, Sloan Sakai Yeung & Wong, LLP, Switzer Associates Leading Solutions, Unleashing Leaders, Inc., and WBCP, Inc., on an as-needed basis for the initial term of five (5) years from April 1, 2021 through and including March 31, 2026. The aggregate amount over the term of all Agreements shall not exceed \$1,000,000, in accordance with the terms and conditions set within each Agreement; and
- b) Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute, after one year, similar additional Agreements for Human Resources Consulting Services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate March 31, 2026; and
- c) Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$1,000,000, even if no additional Agreements are entered into.

### SUMMARY/DISCUSSION:

Approval of the recommended action will enable the County to assure a reliable source of Human Resources Consulting Services on an as-needed basis to the County of Monterey for the term of five (5) years from April

1, 2021 through and including March 31, 2026. Services shall include but are not limited to the following: a) Classification and Compensation Studies, b) Recruitment, Examination and Selection, c) Executive Search, d) Organizational Studies, e) Employee Relations, f) Labor Relations, g) Coaching, h) Organizational Development, i) Conflict Resolution, and j) HR Administrative Services. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10746. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$1,000,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally it is recommended that the Contracts/Purchasing Officer or the Contracts/Purchasing Supervisor be authorized to enter into additional similar contracts after one year, with other vendors who otherwise meet the qualifications of RFP #10746 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate at the same time as the Agreements presented before the Board for approval today. It is also recommended that the Contracts/Purchasing Officer of the Contracts/Purchasing Supervisor be authorized to increase the cumulative 'not to exceed' amount by up to 10% of the original aggregate amount of \$1,000,000 whether or not additional agreements are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

#### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this request, as has the Auditor-Controller's Office.

#### **FINANCING:**

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10746 is not anticipated to exceed \$1,000,000 over the five (5) year term.

#### **BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Security is a vital part of ensuring visitors as well as employees are safe when conducting business at a county facility.

- ☐ Economic Development
- ☒ Administration
- ☐ Health and Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Debra Wilson, PhD, MA III Contracts/Purchasing Dept., 4995

Approved by: Mike Derr, Contracts/Purchasing Officer, 4992

Attachments:

CPS HR Consulting Agreement  
Berry Dunn Agreement

Evergreen Solutions, LLC Agreement  
Jim Potterton, PhD, LLC Agreement  
K. Johnsen Human Resources Consulting Services Agreement  
Management Partners Agreement  
MGT of America Consulting, LLC Agreement  
People Development Systems, LLC Agreement  
The Segal Group Agreement  
Sloan Sakai Yeung & Wong, LLP Agreement  
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