

Appointed Executive Compensation and Performance Review

RFP # 18-042

Agenda Item #45
June 21, 2018



Background

Earlier this year, Human Resources worked in coordination with the Mayor's Office to develop an RFP for performance and compensation review for executives appointed by Mayor & City Council:

1. City Manager
2. City Clerk
3. City Auditor
4. Presiding Judge of Municipal Court



Procurement Process

- Two components in Scope of Work:
 1. Development and implementation of annual performance review process
 2. Compensation analysis for each position
- Firms could bid on one or both aspects of the Scope
- 3-year contract with two optional one year renewals



Solicitation Process

- February 21 – Governance Committee
- March 6 – RFP Issued
- April 6 – Three responsive bids received
 - One firm bid on Compensation only
 - One firm bid on Evaluation only
 - One firm bid on both
- May 3 – Firms interviewed
- May 10 – Firms scored
- May 16 – Governance Committee Update



Evaluation Committee

- Trey Jacobson, Mayor's Chief of Staff
- Darren Engh, AVP for Exec. Compensation, USAA
- Kathryn Funk-Baxter, VP for Business Affairs, UTSA
- Victor Nivens, Director of Human Resources, HEB
- Ben Gorzell, Chief Financial Officer
- Lori Steward, Human Resources Director



Evaluation Scoring

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- Experience, Background, Qualifications (30)
- Proposed Plan & Solution (35)

Small Business Economic Development Advocacy Program (10)

- SBE Prime Contract Program (5)
- M/WBE Prime Contract Program (5)
- Price Schedule (10)
- Local Preference Program (10)
- Veteran-Owned Small Business Preference (5)



Compensation Final Scores

Score Summary	Maximum Score	Paradox	Segal Waters
Experience, Background, Qualifications	30	24.50	28.33
Proposed Plan	35	28.83	31.50
Price	10	10.00	7.58
SBEDA			
SBE Prime Contract Program	5	0.00	0.00
M/WBE Prime Contract Program	5	0.00	0.00
Local Preference Program	10	0.00	0.00
Veteran Owned	5	0.00	0.00
Total Score	100	63.33	67.41



Evaluation Final Scores

Score Summary	Maximum Score	ScottMadden	Segal Waters
Experience, Background, Qualifications	30	24.17	27.67
Proposed Plan	35	26.67	28.83
Price	10	1.06	10.00
SBEDA			
SBE Prime Contract Program	5	0.00	0.00
M/WBE Prime Contract Program	5	0.00	0.00
Local Preference Program	10	0.00	0.00
Veteran Owned	5	0.00	0.00
Total Score	100	51.90	66.50



Recommendation

- Staff recommends Segal Waters Consulting for both evaluation and compensation
 - 20 years public sector consulting experience
 - Executive performance metrics and evaluation
 - Executive compensation analysis
 - Extensive experience with municipalities and counties



Year 1 Project Overview

- Project Initiation
- Evaluation Development
- Compensation Market Assessment
- Presentation of Final Results and Recommendations
- A total of 10 days of on-site meetings are included in year one for stakeholder interviews



Next Steps

- Staff recommends approval of this Ordinance for an amount not to exceed \$279,500 over the contract term
- Contract term is 3 years with 2 additional one year renewal options
- Work commences in July and is anticipated to take 60-90 days
 - Compensation analysis
 - Development of evaluation process/metrics



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