



# City of San Antonio

## Agenda Memorandum

**File Number:**16-2070

---

**Agenda Item Number:** 12.

**Agenda Date:** 4/5/2016

**In Control:** Early Childhood Education Municipal Development Corporation Board of Directors

---

**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Kathy Bruck, CEO

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Recruiter Contract

### **SUMMARY:**

This item requests Board consideration to ratify a Pre-K 4 SA contract for an executive recruiter to identify candidates for Pre-K 4 SA Chief Executive Officer with a total contract dollar value of approximately \$70,000.00.

### **BACKGROUND INFORMATION:**

Following the announcement of current Chief Executive Officer Kathy Bruck's retirement from Pre-K 4 SA, the program engaged executive recruiter Denise Smith, LLC. to conduct a nationwide search for a Chief Executive Officer for the program.

### **ISSUE:**

This item requests Board consideration to ratify the contract entered into between Pre-K 4 SA and Denise Smith Consulting LLC, with a total contract dollar value of approximately \$65,000.00 and an execution date of Tuesday, March 29, 2016. The contract requires that the consultant will work with the Board, the Deputy City Manager and designees to perform any and all related tasks required to fulfill the contract as drafted.

Services in the contract include: conduct a detailed review of the job description and a needs assessment; develop a detailed recruitment profile and conduct a regional and national effort to identify and recruit best

qualified candidates; conduct preliminary screening of applicants and interviews with in-depth reference checks; provide periodic progress reports to Pre-K 4 SA and City staff with a detailed written report recommending three to four candidates for further consideration no later than 60 days after contract execution unless otherwise agreed upon; provide assistance during final interviews; and provide assistance with negotiations.

Key accomplishments for payment are as follows with 1/3 of the total contract value (\$20,000.00) plus any reasonable expenses due at the completion of each activity:

- Completion of initial strategy meetings with Pre-K 4 SA and City staff and acceptance by Pre-K 4 SA of recruitment strategy
- Completion of evaluation of all candidates and identification of the most promising candidates for interviews for the CEO position
- Issuance and acceptance of an offer letter by the final candidate for the CEO position by the Corporation, so long as Pre-K 4 SA hires the candidate within one year of the original recommendation by the Consultant

A timeline of key milestones is as follows:

- March 7 - 23: Establish profile and vision for role and define selection process
- March 29 - April 22: Build candidate pool (post job profile, source candidates, and conduct initial screening)
- April 25 - May 20: Select and evaluate top candidates
- May 23 - June 17: Final selection and hiring

#### **ALTERNATIVES:**

If the Board does not approve the recruiter contract, Pre-K 4 SA will have to postpone the CEO search.

#### **FISCAL IMPACT:**

Funding for this contract will be allocated from identified savings in other areas of the Pre-K 4 SA program within the Pre-K 4 SA operating fund.

#### **RECOMMENDATION:**

Staff recommends for the Board to ratify the executive recruiter contract with Denise Smith Consulting LLC for a total contract value of approximately \$70,000.00.