



# Santa Clara Valley Water District

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**File No.:** 22-0065

**Agenda Date:** 1/25/2022

**Item No.:** 3.5.

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## BOARD AGENDA MEMORANDUM

### **SUBJECT:**

Approve Amendment No. 1 to Agreement No. A4320G with WBCP, Inc. for On-call Recruitment Services to be Provided for Recruitment and Examination, Project No. 60291001, CAS File No. 5079, Increasing the Fee by \$225,000 for a Revised Not-to-exceed Fee of \$450,000 and Extending the Term of the Agreement to January 27, 2024.

### **RECOMMENDATION:**

Approve Amendment No. 1 to Agreement No. A4320G with WBCP, Inc. for on-call recruitment services for Recruitment and Examination, Project No. 60291001, increasing the fee by \$225,000 for revised not-to-exceed fee of \$450,000 and extending the term of the agreement to January 27, 2024.

### **SUMMARY:**

On January 27, 2020, Santa Clara Valley Water District (Valley Water) executed the following Standard On-Call Consultant Agreements listed below for on-call recruitment services to assist with or perform executive unclassified-level (UNC) and classified-level (CR) recruitment services on an as needed basis to Valley Water.

- CPS HR Consulting
- Kaneko & Krammer Corp, DBA Koff & Associates
- WBCP, Inc.

### **Background:**

Valley Water's hiring process requires all candidates applying for unclassified-level and classified-level positions to complete an application package which may consist of a resume, cover letter outlining the candidate's qualifications and other relevant documents consistent with Valley Water's hiring practices and policy. Together with the hiring manager, the recruiter/ recruitment firms create a detailed position description and job posting outlining the necessary knowledge, skills and abilities ideal for the role. Application packages are screened to determine if the applicants' experience, knowledge, skills and abilities meet the ideal candidate criteria. It is also determined whether minimum qualifications, as stipulated in the classification specifications, have been met. Candidates that have all or most of the ideal candidate criteria and meet the minimum qualifications may be

eligible to proceed in the process.

The objective of these Agreements is for the Consultant firms to assist with or perform executive unclassified-level (UNC) and classified-level (CR) recruitment services on an as needed basis, in alignment with our processes and procedures.

These agreements are for on-call recruiting services, are on an as-needed basis, and there is no guarantee of any amount of work that will be awarded to the selected firms. The not-to-exceed fee of each Agreement was \$225,000 and the term expires 12 months after the effective date of the Agreement.

***Amendment No. 1 to Agreement A4320G***

Staff recommends approval of Amendment No. 1 to extend the term of the Agreement for WBCP, Inc., for an additional two-year term to allow sufficient time for the Consultant to continue to perform professional on-call recruitment services. Staff is also recommending to increase the not-to-exceed fee by \$225,000, for a revised not-to-exceed fee of \$450,000.

Staff has also executed separate amendments to extend the term only with the other two consultants, CPS HR Consulting and Kaneko & Krammer Corp, DBA Koff & Associates.

**ENVIRONMENTAL JUSTICE IMPACT:**

There are no Environmental Justice Impacts associated with this item.

**FINANCIAL IMPACT:**

The NTE for this Amendment No. 1 to the Agreement would increase the not-to-exceed fee by \$225,000, for a revised not-to-exceed fee of \$450,000. Funds are available in the FY 2021-22 board-approved budget to pay for the increased compensation limit in Amendment No. 1. No funds will be encumbered at this time. On-call services and associated not-to-exceed fees will be negotiated for each task order and will be charged in accordance with budgeted funds from the respective projects.

**CEQA:**

The recommended action to approve the Agreement does not constitute a project under the California Environmental Quality Act (CEQA) because it does not have the potential to result in direct or reasonably foreseeable indirect physical change in the environment.

**ATTACHMENTS:**

Attachment 1: Amendment No. 1

**UNCLASSIFIED MANAGER:**

Ingrid Bella, 408-630-3171