



Staff Report Item 6

TO: East Bay Community Energy Board of Directors

FROM: Sandi Rivera, Alameda County Community Development Agency

SUBJECT: Recommendation on Koff & Associates Contract for Human Resource Services

DATE: June 7, 2017

Recommendation

Adopt Resolution EBCE 17-7 authorizing the Chair to execute a professional services agreement with Koff & Associates (Berkeley) for the period of 6/8/17 – 12/8/17 to provide recruitment and human resources services to the EBCE with a total contract amount not to exceed \$50,000.

Background

The EBCE Authority became effective December 1, 2016 and its staff is currently composed of a combination of Alameda County staff and consultant support under the direction of your Board. In March 2017, your Board directed staff to begin the process to recruit the EBCE Chief Executive Officer (CEO) and retain a contractor to provide human resource services and recruit future EBCE staff.

Staff solicited qualifications and proposals for human resource consulting services from 12 firms to provide immediate support to the Board of Directors during contract negotiations for the CEO position, recruitment of EBCE staff, development of initial employee compensation and benefits, management of human resources operations until permanent EBCE staff are hired. Staff received proposals from the qualified firms of Koff & Associates (K&A), a Small Local and Emerging (SLEB) firm, and Bryce Consulting (Sacramento).

Analysis & Discussion

Staff recommends the selection of K&A because it is a small local business (SLEB certified) that has been providing human resource services, recruiting services, compensation and classification studies to counties, cities, courts and other public agencies for over thirty years. More

importantly, their references have indicated that K&A are successful in conducting staff and executive level recruiting and providing human resource services for public agencies.

K&A has a long list of clients in the San Francisco Bay Area and California. In addition, their team consist of twenty four members so they have the capacity to provide focused support to clients as necessary.

K&A is prepared to begin working immediately on the EBCE human resource priorities. The proposed K&A contract period is June 8, 2017 through December 8, 2017, or six months, with a cost not to exceed \$50,000 with an option to renew.

Fiscal Impact

The contract budget is not to exceed amount of \$50,000 and will be billed on a time and materials basis.

Attachment:

Koff & Associates Contract with Scope of Work and Budget