

Agenda Item V (Administrative Issues)

Executive Staffing Recruitment Procurement

- **Purpose:** The Exchange enabling legislation allows for the recruitment of higher level staff outside of the State's civil service system. The recruitment process for the Executive Director and Staff Counsel is being done by public joint powers agency, CPS-Human Resource Services. Staff has determined the need to use an additional executive recruiting firm (or firms) to assist the Exchange in recruiting remaining executive staff, one that has more focused experience in recruiting health care executives.

Procurement Strategy: Under the Exchange's enabling legislation, the Exchange is exempt from the normal processes for procurements of consultants, such as the primary and secondary Request for Proposal. Due to the timely need for getting a full complement of executive staff hired, Staff is proposing a focused short form procurement to select a qualified executive procurement firm. Staff will prepare a brief Statement of Work and job descriptions. This will be sent to at least five firms, already identified, with focused experience in the recruitment of health care executives. They will be asked to give us their specific qualifications and their approach to the doing the recruitments. Staff will be asked for price bids, based on a fixed fee per recruitment rather than the percentage of final salary approach that is traditional in the executive recruitment industry. The proposals will be evaluated on their understanding of Exchange operational needs, the viability and timeliness of the approaches, their breadth of experience, and cost.

Although the cost is likely to exceed the existing \$150,000 delegation to the Acting Administrative Officer for award of contracts, staff is asking that the Acting Administrative Officer be delegated to make the selection and authorize the start of a contract (or contracts) prior to the next Board meeting. The results of procurement will be presented at the September Board Meeting.

Cost: Will be determined by the procurement process.

Board Action Required and Sample Board Motion: Approve the attached resolution authorizing the Acting Administrative Officer to complete the procurement process and award a contract or contracts for executive procurement:

"The Board supports the passage of the Board resolution allowing the Acting Administrative Officer or designee to secure and select a Contractor or Contractors to perform executive recruitment services."