



City of Columbus

Office of City Clerk
90 West Broad Street
Columbus OH 43215-9015
columbuscitycouncil.org

Legislation Text

File #: 2126-2019, **Version:** 1

BACKGROUND: This legislation authorizes the Director of the Department of Public Safety to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new City of Columbus, Police Chief. Information concerning the Police Chief search can be found on the City of Columbus website at <https://www.columbus.gov/policechiefsearch/>, and includes press releases, meeting minutes, timelines, and a link to the Division of Police homepage with their mission statement and history. This ordinance also requests a waiver of Columbus City Code 329.

Ralph Andersen & Associates will work with the City in a variety of capacities, including, but not limited to: the development and implementation of the overall search timeline and strategy; review of job description; incorporation of information learned about community issues facing and the qualities needed for the next Police Chief which was learned from robust community engagement initiatives; establishment of consensus on a search plan; creation of an initial short list of candidates; performance of basic referencing of short list of candidates; presentation of updated short list to City; the narrowing of short list candidates by additional reference checks; interview short list of candidates; development of offer for finalist; contract negotiation; and onboarding of candidate.

The Department of Public Safety utilized a Request for Proposals (RFP) process to identify and assess qualified firms. Proposals were submitted in accordance with Section 329.28 of the Columbus City Code. Proposals were due July 10, 2019, and eight (8) proposals were received.

A committee of seven (7) individuals reviewed proposals and determined preliminary scores. The committee then identified a short list of four (4) vendors to conduct presentations. After the evaluation of proposals and presentations, Ralph Andersen & Associates received the highest overall score from the RFP committee and as such is being recommended for this contract.

Waiver: Columbus City Code Section 329.28 (d) requires that an odd number of committee members evaluate proposals. All 7 members of the committee took part in the initial review and scoring of proposals. However when presentations were conducted one of the committee members had a personal schedule conflict and therefore could not be present and score the final proposals and thus not having an odd number of members as required by City Code Section 329.28 (d). Therefore, the Department of Public Safety is requesting a waiver of Columbus City Code 329.

Ralph Andersen & Associates; Federal Tax ID# 94-2299383

Fiscal Impact: This legislation authorizes the transfer and expenditure of \$75,000.00 from the General Fund with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new City of Columbus, Police Chief. Funding in the amount of \$75,000.00 is budgeted and available within the 2019 General Fund Budget.

Emergency action is requested so that a contract can be entered into immediately and national search and recruitment activities can begin without delay.

To authorize the Director of the Department of Public Safety to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new City of Columbus, Police Chief; to authorize the transfer of \$75,000.00 from the Department of Finance and Management to the Department of Public Safety within the General Fund; to waive the requirements of City Code Section 329.28; to authorize the expenditure of \$75,000.00 from the General Fund; and to declare an emergency (\$75,000.00)

WHEREAS, the City has a need for national search and recruitment activities related to the search for a new City of Columbus, Chief of Police; and

WHEREAS, this process is needed in order to develop and implement an overall search timeline and strategy so that qualified candidates can be recruited nationwide; and

WHEREAS, this process will result in the vendor performing a variety of work, including, but not limited to: the development and implementation of the overall search timeline and strategy; review of job description; incorporation of information learned about community issues facing and the qualities needed for the next Police Chief which was learned from robust community engagement initiatives; establishment of consensus on a search plan; creation of an initial short list of candidates; performance of basic referencing of short list of candidates; presentation of updated short list to City; the narrowing of short list candidates by additional reference checks; interview short list of candidates; development of offer for finalist; contract negotiation; and onboarding of candidate; and

WHEREAS, the City of Columbus utilized a Request for Proposals (RFP) process to identify and assess qualified firms. Through this process, Ralph Andersen & Associates received the highest overall score from the RFP committee and as such is being recommended for this contract; and

WHEREAS, City Code Section 329.28 (d) requires that an odd number of committee members evaluate proposals. All 7 members of the committee took part of the initial review and scoring of proposals. However when presentations were conducted one of the committee members had a personal schedule conflict and therefore could not be present and score the final proposals and thus not having an odd number of members as required by City Code Section 329.28 (d) and therefore, the Department of Public Safety has requested a waiver of the requirements of City Code Section 329.28 with respect to the evaluation committee, which this Council finds is in the best interest of the City; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Public Safety in that it is immediately necessary to authorize the Director to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new City of Columbus, Police Chief, so that such activities can begin without delay, for the preservation of the public health, peace, property, safety, and welfare; **NOW, THEREFORE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Director of the Department of Public Safety is hereby authorized to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new City of Columbus, Police Chief.

SECTION 2. That the transfer of \$75,000.00, or so much thereof as may be needed, is hereby authorized within Fund 1000 General Fund, from Dept-Div 4501 Financial Management, Object Class 10 - Transfer Out to Dept-Div 3001 Public Safety Director's Office, Object Class 03 - Contractual Services per the account codes in the attachment to this ordinance.

See Attached File: Ord 2126-2019 Legislation Template.xls

SECTION 3. That the expenditure of up to \$75,000.00, or so much thereof as may be needed pursuant to the action authorized in SECTION 1, is hereby authorized in the General Fund 1000, in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

See Attached File: Ord 2126-2019 Legislation Template.xls

SECTION 4. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 5. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications.

SECTION 6. That the requirements of City Code Section 329.28 are hereby waived with regard to the award of this contract.

SECTION 7. That for the reasons stated in the preamble hereto, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.