



Legislation Details (With Text)

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Type: Ordinance **Status:** Passed

File created: 7/13/2021 **In control:** Finance Committee

On agenda: 7/26/2021 **Final action:** 7/28/2021

Title: To authorize the Director of the Department of Finance and Management to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new Director of the Department of Inspector General; to authorize the transfer of \$60,000.00 within the General Fund; to waive the competitive bidding provisions City Code; to authorize the expenditure of \$60,000.00 from the General fund; and to declare an emergency (\$60,000.00).

Sponsors:

Indexes:

Code sections:

Attachments: 1. Ord 2046-2021 Legislation Template, 2. Ord 2046-2021-Bid Waiver Form

Date	Ver.	Action By	Action	Result
7/28/2021	1	CITY CLERK	Attest	
7/27/2021	1	MAYOR	Signed	
7/26/2021	1	Columbus City Council	Approved	Pass
7/26/2021	1	COUNCIL PRESIDENT	Signed	

BACKGROUND: This legislation authorizes the Director of the Department of Finance and Management to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the search for a new Director of the Department of Inspector General. Ralph Andersen & Associates will work with City Administration to design, recommend, and implement a robust, transparent, and inclusive process to recruit the best candidates nationwide.

The City of Columbus is the 14th most populous city in the United States with an estimated population of 879,170 and a geographic size of 223 square miles. According to the Census Bureau, Columbus was the ninth fastest growing large city in the country in terms of population increase between July 1, 2016 and July 1, 2017. The Mid-Ohio Regional Planning Commission reports that by 2050 the Columbus Metropolitan Area will surpass 3 million residents. The City of Columbus is a vibrant, fast-growing, economically and culturally diverse City. Therefore the process for identifying, recruiting, and assessing qualified candidates whose talents best meet the needs of the greater Columbus community is paramount.

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; 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.

Waiver Request: Executive level recruitment services are needed for a new Director of the Department of Inspector General. The Department of Finance and Management respectfully request that the competitive bidding provisions of the Columbus City Codes be waived to contract with the Ralph Andersen & Associates who has recently completed two similar types of executive level recruitments for the Department of Public Safety through a competitive RFP process. The creation of the Department of Inspector General was approved by voters and it is a critical component of the Civilian Review Board. So as not to delay the search and the on-boarding of an Inspector General, it is in the best interest of the City to waive the requirements of City Code Section 329 and enter into contract with Ralph Andersen and Associates

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

Fiscal Impact: This legislation authorizes the transfer and expenditure of \$60,000.00 within the General Fund with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new Director of the Department of Inspector General. Funding in the amount of \$60,000.00 is budgeted and available within the 2021 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 Finance and Management to enter into contract with Ralph Andersen & Associates to provide nationwide executive level recruitment services related to the national search for a new Director of the Department of Inspector General; to authorize the transfer of \$60,000.00 within the General Fund; to waive the competitive bidding provisions City Code; to authorize the expenditure of \$60,000.00 from the General fund; and to declare an emergency (\$60,000.00).

WHEREAS, the City has a need for national search and recruitment activities related to the search for a new Director of the Department of Inspector General; 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; 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, executive level recruitment services are needed for a new Director of the Department of Inspector General. The Department of Finance and Management has determined that it is in the City's best interests to waive competitive bidding provisions of the Columbus City Codes to contract with the Ralph Andersen & Associates who has recently completed two similar types of executive level recruitments for the Department of Public Safety through a competitive RFP process; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management 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 Director of the Department of Inspector General, 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 Finance and Management 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 Director of the Department of Inspector General.

SECTION 2. That the transfer of \$60,000.00, or so much thereof as may be needed, is hereby authorized within Fund 1000 General Fund, Dept 45, Object Class 03 - Contractual Services per the account codes in the attachment to this ordinance.

See Attached File: Ord 2046-2021 Legislation Template.xls

SECTION 3. That the expenditure of up to \$60,000.00, 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 2046-2021 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 associated with this ordinance.

SECTION 6. That this Council finds that it is in the City's best interests to waive the competitive bidding provisions of City Code in order to enter into 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.