

Meeting Date
<b>March 7, 2017</b>



AGENDA	
Section	Unfinished Business
Item No.	V.A.

### AGENDA REPORT

#### BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Selection Committee Recommendation for Award RE: RFP 3-17-05/Consultant to Perform Executive Recruiting for County Manager			
DEPT/OFFICE:	Central Services Department for Human Resources			
Requested Action:	It is requested that the Board of County Commissioners accept the Selection Committee's determination of firms responding to the request for proposals for a consultant to perform the executive search for a County Manager and provide direction for proceeding further to staff.			
Summary Explanation & Background:	<p>The Board of County Commissioners, in regular session on February 7, 2017, directed Human Resources to proceed with a Request for Proposal (RFP) for a consultant to perform executive recruiting for the County Manager position through a nationwide search using selection criteria of Quality and Thoroughness of Proposal, Qualification/Experience/Workload, Scope of Work/Methodology, and Fee. The Board approved a Selection Committee consisting of Commissioner/Chairman Curt Smith; Jerry Visco, Human Resources Director; and Scott Knox, County Attorney. The Board also requested final selection determination to be by Board review of selection committee's recommendation to award proposal.</p> <p>RFP # P-3-17-05 was advertised on February 8, 2017 with six (6) proposals received by the deadline of February 23, 2017 from the following firms: Colin Baenziger &amp; Associates, Slavin Management Consultants, Springsted/Waters Executive Search, S. Renee Narloch &amp; Associates, Strategic Government Resources, and The Mercer Group, Inc.</p> <p>The Selection Committee met on March 3, 2017 and utilizing the criteria approved by the Board, scored and ranked the firms' proposals as follows:</p> <ol style="list-style-type: none"> <li>1. The Mercer Group, Inc.</li> <li>2. S. Renee Narloch &amp; Associates</li> <li>3. Colin Baenziger &amp; Associates</li> <li>4. Slavin Management Consultants</li> <li>5. Strategic Government Resources</li> <li>6. Springsted/Waters Executive Search</li> </ol> <p>Fiscal Impact FY 2017: Cost of consultant services will not exceed \$15,750; contingent upon the #1 Ranked firm being selected.</p> <p>Contact: Jerry Visco, Human Resources Director, ext. 55446; <a href="mailto:Gerald.Visco@brevardfl.gov">Gerald.Visco@brevardfl.gov</a>  Leslie Rothering, Purchasing Services, ext. 56038; <a href="mailto:Leslie.Rothering@brevardfl.gov">Leslie.Rothering@brevardfl.gov</a></p>			
Clerk to the Board Instructions:				
Exhibits Attached:	Consolidated Scores and Ranking Sheet			
Contract /Agreement (If attached):	Reviewed by County Attorney	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PR <input type="checkbox"/>
County Manager	Assistant County Manager, Frank Abbate	Department Director / Extension Feresa Camarate, Central Services Director		
Stockton Whitten	Assistant County Manager, Venetta Valdengo			



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March 8, 2017

MEMORANDUM

TO: Commissioner Curt Smith, District 4

RE: Item V.A., Approval of Pay Out of Additional Sick Leave for County Manager; and Appointment of Interim County Manager

The Board of County Commissioners, in regular session on March 7, 2017, authorized the payment of an additional 160 hours, in addition to the 346 hours of sick leave to the County Manager; and appointed Frank Abbate, Assistant County Manager, as the Interim County Manager, effective May 1, 2017.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Human Resources Director  
Assistant County Manager Abbate  
Each Commissioner  
County Manager  
Finance  
Budget

VIA.

There are two matters that I believe we need to address regarding the transition to the next County Manager.

#1

The County Manager has advised that he will lose the payout of 539 hours of sick leave as he currently has over 1,770 hours of built up sick leave.

He could try to exhaust as much sick leave between now and April 30<sup>th</sup>, however he has indicated that he has a tremendous amount of transition that must occur between now and April 30<sup>th</sup>. He has been a dedicated employee who obviously only has utilized sick leave when absolutely necessary and recall that he did provide us with 90 days notice instead of the 60 days required in his contract.

In consideration of the 90 days notice and his commitment to bring to a closure the various transitional matters I believe it is in the best interest of the County to authorize the payout of an additional 160 hours of sick leave. I would like one of the Commissioners to make a motion or I can pass the gavel and make the motion.

#2

The Board needs to formally appoint Mr. Abbate as Interim County Manager effective May 1, 2017. I don't believe that we will have someone on Board by that time. I would ask for a motion by one of the Commissioners.

346  
+ 160



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March 8, 2017

**MEMORANDUM**

**TO:** Teresa Camarata, Central Services Director Attn: Leslie Rothering

**RE:** Item V.A., Selection Committee Recommendation for Award of RFP 3-17-05/Consultant to Perform Executive Recruiting for County Manager

The Board of County Commissioners, in regular session on March 7, 2017, accepted the Selection Committee's determination of firms responding to the RFP for a consultant to perform the executive search for a County Manager; and directed staff to coordinate with the top two ranked firms, The Mercer Group, Inc. and S. Renee Narloch & Associates, to provide a presentation to the Board at the March 21, 2017, Board meeting.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Human Resources Director  
County Manager  
Finance  
Budget

**Consultant to Perform Executive Recruiting for County Manager  
#P-3-17-05  
Scoring Sheet for Selection Committee Meeting**

**COMMITTEE MEMBER NAME:** Commissioner Curt Smith

PROPOSER NAME	EVALUATION CRITERIA					TOTAL	RANK
	Quality and Thoroughness of Proposal 10 Points	Qualifications/Experience/Workload 30 points	Scope of Work Methodology 30 points	FEE 30 points	Local Preference		
Colin Baenziger & Associates	10	30	29	24	1.5	94.5	4
Slavin Management Consultants	9	28	28	29		94	5
Springsted/Waters Executive Search	6	20	25	25		76	6
S. Renee Narloch & Associates	10	30	30	29	1.5	100.5	1
Strategic Government Resources	10	30	30	26		96	3
The Mercer Group, Inc.	10	30	30	30		100	2

**COMMITTEE MEMBER NAME:** Scott Knox, County Attorney

PROPOSER NAME	EVALUATION CRITERIA					TOTAL	RANK
	Quality and Thoroughness of Proposal 10	Qualifications/Experience/Workload 30 points	Scope of Work Methodology 30 points	FEE 30 points	Local Preference		
Colin Baenziger & Associates	10	29	30	27	1.5	97.5	3
Slavin Management Consultants	10	30	30	29		99	1
Springsted/Waters Executive Search	9	29	30	26		94	5
S. Renee Narloch & Associates	9	29	30	28	1.5	97.5	3
Strategic Government Resources	10	29	30	25		94	5
The Mercer Group, Inc.	10	29	30	30		99	1

**COMMITTEE MEMBER NAME:** Jerry Visco, Human Resources Director

PROPOSER NAME	EVALUATION CRITERIA					TOTAL	RANK
	Quality and Thoroughness of Proposal 10	Qualifications/Experience/Workload 30 points	Scope of Work Methodology 30 points	FEE 30 points	Local Preference		
Colin Baenziger & Associates	10	30	30	19	1.5	90.5	2
Slavin Management Consultants	9	23	30	21		83	4
Springsted/Waters Executive Search	8	25	30	19		82	5
S. Renee Narloch & Associates	9	27	30	21	1.5	88.5	3
Strategic Government Resources	10	22	30	17		79	6
The Mercer Group, Inc.	9	29	30	30		98	1





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February 8, 2017

**MEMORANDUM**

**TO:** Jerry Visco, Human Resources Director

**RE:** Item V.B., Board Direction for Recruitment/Selection of County Manager

The Board of County Commissioners, in regular session on February 7, 2017, directed you to proceed with a Request for Proposal (RFP) for a consultant to perform executive recruiting for the County Manager position through a nationwide search using selection criteria of Quality and Thoroughness of Proposal 30 percent, Qualification/Experience/Workload 30 percent, Scope of Work/Methodology 30 percent, and Fee 10 percent; approved the selection committee make-up of one Commissioner, Human Resources Director, and a County Attorney representative; appointed Commissioner Smith to be on the Selection Committee; and the final selection determination to be by Board review of selection committee's recommendation to award proposal.

Your continued cooperation is greatly appreciated.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK**

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

**cc:** Each Commissioner  
County Attorney  
Assistant County Manager Abbate