



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/6/2024

ALL

Item Creation Date: 10/23/2024

WS1326462542 - Executive Search Firm Services (The Giddings Group) - MOTION

Agenda Item#: 11.

Summary:

NOT A REAL CAPTION

THE GIDDINGS GROUP for the purchase of Executive Search Firm Services for the Human Resources Department - 12 months - \$60,000.00 -Central Service Revolving Fund

Background:

Professional Services (S49-WS1326462542)– Approve spending authority in an amount not to exceed \$60,000.00 for the purchase of executive search firm services from The Giddings Group for a 12-month period for the Human Resources Department.

SPECIFIC EXPLANATION:

The Director of the Human Resources Department and the Chief Procurement Officer recommend that City Council approve spending authority in an amount not to exceed **\$60,000.00** for the purchase of executive search firm services from **The Giddings Group** for the Human Resources Department (HR) for a **12-month period**. This spending authority shall also include pre-contract services.

This request for spending authority will allow The Giddings Group, an executive search firm, to assist HR in the recruitment of highly qualified candidates for Houston Public Works (HPW). The Giddings Group specializes in engineering and construction leadership assignments, and the vacant roles in HPW require a specialized executive search firm to recruit candidates with extensive experience in engineering design associated with all aspects of municipal infrastructure.

This recommendation is made pursuant to subsection 252.022(a)(4) of the Texas Local Government Code, which provides that "a procurement for personal, professional, or planning services" is exempt from the competitive requirements for purchases.

M/WBE Participation:

This procurement is exempt from the City's M/WBE subcontracting as the total project expenditure does not exceed the \$100,000.00 threshold.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing professional services for this purchase.

Fiscal Note:

Funding for this item is included in the FY2025 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

10/29/2024

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Jedediah Greenfield,
Chief Procurement Officer,
Finance/Strategic Procurement Division

DocuSigned by:

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Department Approval Authority

10/29/2024

Estimated Spending Authority			
DEPARTMENT	FY2025	OUT YEARS	TOTAL
Human Resources Department	\$60,000.00	\$0.00	\$60,000.00

Amount and Source of Funding:

\$60,000.00 - Central Service Revolving Fund (1002)

Contact Information:

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ATTACHMENTS:

Description

Professional Svcs Justificaiton

Affidavit of Ownership

Certification of Funds

Conflict of Interest

Giddings Proposal

Type

Backup Material

Backup Material

Financial Information

Backup Material

Backup Material