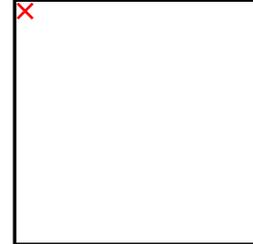


**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Shannon Anderson, Senior Deputy City Manager
Date: 09/25/2019
Meeting Date: 10/01/2019



TITLE:

Consideration and Approval of Cooperative Purchase Contract: Contract for various professional level consulting with Interim Public Management, LLC utilizing a cooperative purchasing contract through the City of Maricopa.

STAFF RECOMMENDED ACTION:

Approve the cooperative purchasing contract with Interim Public Management, LLC for various professional level consulting for an annual amount not to exceed \$300,000 in any fiscal year plus applicable taxes.

Executive Summary:

A professional services agreement between the City of Flagstaff and Interim Public Management, LLC was executed in February of 2016 by City Manager Josh Copley for professional management-level services. This original agreement has been utilized to fill vacant positions such as the Interim Public Works Director and the Interim Office of Labor Standards. In July 2019, the City choose to use this agreement to fill the Interim Human Resources Director position during the recruitment process; however, to fill this position for the duration necessary the total cost will exceed the \$50,000 threshold the City Manager is authorized to approve. Thus, City staff is requesting the City Council consider an overall cooperative purchase contract for professional level consulting similar to what has been done previously for personnel related services such as the phased retirement program and/or temporary personnel services. Approving the overall cooperative purchase contract for professional level consulting will allow City staff to utilize interim managers and/or directors during times of vacancy so a competitive recruitment process may be completed.

Financial Impact:

When utilizing professional level consulting to fill a vacancy, salary savings from the vacant position is used to pay for the service contract. In situations when the service contract cost is higher than the salary savings, the division looks within the division's base budget to fund the additional amount. If this cannot be accomplished, the division brings the information to the budget team for consideration within the adopted budget.

Policy Impact:

Approving this cooperative purchase contract would not impact any City policies.

Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:

Utilizing this cooperative purchase contract to hire interim managers and directors allows the City to continue providing service to the community and the organization while recruiting for qualified staff. The recruitment process is when the City can attract quality staff which supports the Council Goal of Personnel.

Has There Been Previous Council Decision on This:

No.

Options and Alternatives:

- 1) Approve this cooperative purchase contract with Interim Public Management, LLC through the City of Maricopa;
- 2) Direct staff to conduct a formal competitive solicitation for the award of a City contract in lieu of utilizing the cooperative purchase contract; or
- 3) Not approve the cooperative purchase contract and request staff terminate the current agreement with Interim Public Management, LLC and pay the 50% termination fee outlined in the current professional services agreement from 2016.

Expanded Options and Alternatives:

Inform.

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- Attachments:** Cooperative Purchase Contract
 Exhibit A Form Schedule
 Exhibit B Agency Contract
 Exhibit B Agency Contract Amendment
 Schedule C