



128-0022021-002

Agenda Item **No. 5(f)**
Meeting of May 18, 2021

INFORMATIONAL MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Sally Oerth, Interim Executive Director

SUBJECT: Authorizing a Personal Services Contract with MCAM LLC dba m/Oppenheim Executive Search (m/Oppenheim), a Limited Liability Company in an amount not to exceed \$125,908.00 for the OCII Executive Director Search

EXECUTIVE SUMMARY

On December 2, 2020, Nadia Sesay resigned as Executive Director of OCII. At the request of the Mayor's Office, OCII is conducting an executive recruitment search for OCII Executive Director.

The City and County of San Francisco's Department of Human Resources (DHR) has an existing panel of approved contractors specializing in executive recruitment and hiring. At the request of Chair Bustos and in partnership with Kate Howard, DHR's Managing Deputy Director, DHR issued a Request For Proposals to members of the City panel to assist the OCII Commission in the Executive Director search.

Seven firms responded to the RFP. Chair Bustos and Monica Stean, OCII's Human Resources/Administrative Services Manager evaluated the proposals and completed interviews of the top three firms on April 13, 2021. m/Oppenheim was ranked the top firm upon completion of firm interviews.

The contract sets the maximum fee to m/Oppenheim at \$125,908. The recruitment would commence immediately following Successor Agency Commission approval with funds allocated from OCII's fiscal year 20/21 budget.

London N. Breed
MAYOR

Sally Oerth
INTERIM
EXECUTIVE DIRECTOR

Miguel Bustos
CHAIR

Mara Rosales
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Staff recommends approval of a Personal Services Contract with m/Oppenheim in the amount not to exceed \$125,908.

DISCUSSION

Procurement Methodology

Pursuant to Section IX.C(5) of the San Francisco Redevelopment Agency Purchasing Policy, ("Purchasing Policy") amended November 15, 2011, Agency staff may select a Contractor from a City panel that was established using the City's competitive selection process, to the same extent that Agency staff may select a Contractor from an Agency panel authorized under this Purchasing Policy.

In 2020, The City and County of San Francisco's Department of Human Resources (DHR) issued a Request For Proposals (RFP) to members of the City panel to assist the OCII Commission in the Executive Director search. Seven firms responded to the RFP and at the conclusion of the process, m/Oppenheim was ranked the top firm of the RFP respondents.

Moreover, m/Oppenheim has over 28 years of experience in organizational development, professional services and executive search consulting. m/Oppenheim has demonstrated non-profit and related industry recruitment experience with diversity/equity/inclusion recruitment focus.

Contract Terms and Costs

Compensation for the executive recruitment search will be paid the Agency's fiscal year 20/21 budget. The cumulative total for all professional services fees and reimbursable expenses (not including travel, advertising or other services required by OCII), for all as needed recruitments shall not exceed one-third of the total annual taxable compensation plus customary reimbursable expenses, which shall not exceed \$125,908, to be paid on a retainer schedule described below.

	Deliverable/Phase Completion	Total Percentage of Professional Services Fees
Retainer #1 of 3	Due Upon Commission Approval of Contract	1/3 of the minimum of the anticipated compensation (\$30,500)
Retainer #2 of 3	Due after the first month	1/3 of the minimum of the anticipated compensation (\$30,500)
Retainer #3 of 3	Due after the second month	1/3 of the minimum of the anticipated compensation (\$30,500)
Final Invoice	Due upon Candidate Hire	Adjustment to a third of total annual taxable compensation (not to exceed \$34,408)
	Total	100% (\$125,908 maximum)

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Recruitment is Successor Agency administrative activity that does not constitute a "Project" as defined by the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15378(b)(5), will not independently result in a physical change in the environment, and is not subject to environmental review under CEQA.

STAFF RECOMMENDATION

Staff recommends this Commission approve and authorize the Interim Executive Director to execute a Personal Services Contract with m/Oppenheim, limited liability company to conduct an executive search for the OCII Executive Director.

(Originated by Monica Davis Stean, Human Resources & Administrative Services Manager)

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Sally Oerth

Interim Executive Director