



City of Culver City

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Staff Report

File #: 23-718, **Version:** 1

Item #: C-3.

CC - CONSENT ITEM: Approval of a Professional Services Agreement with MGT to Complete the Citywide Classification and Compensation Study in an Amount Not-to-Exceed \$148,080.

Meeting Date: March 13, 2023

Contact Person/Dept.: Dana Anderson
Phone Number: 310-253-5640

Fiscal Impact: Yes ☒ No ☐ **General Fund:** Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (03/09/2023)

Department Approval: Dana Anderson, Director of Human Resources (03/08/2023)

RECOMMENDATION

Staff recommends the City Council approve a professional services agreement with MDT to complete the citywide classification and compensation study in an amount not-to-exceed \$148,080.

BACKGROUND/DISCUSSION

A Request for Proposals (RFP) was sent through Planet Bids in August 2022, and the City received responses from five vendors who expressed interest to participate in the upcoming Citywide Classification and Compensation Study. The five vendors included Be the Change HR, CPS HR Consulting, Koff and Associates, MGT, and Segal.

The five proposals ranged in cost as follows:

Be the Change HR	\$ 72,745
MGT	\$148,080
Segal	\$300,000
Koff & Associates	\$352,800
CPS HR Consulting	\$601,845

The City interviewed the five vendors in October 2022. The City interview panel consisted of Onyx Jones, Assistant City Manager, Dana Anderson, Director of Human Resources, Rolando Cruz, Chief Transportation Officer, Stephanie Condran, Human Resources Analyst, and Omar Ramos, Administrative Officer from the City of Long Beach.

Each City team member completed a score sheet to rank the highest scoring vendors. The score sheet included components such as adherence to the RFP, instructions, company information, project understanding, requirements and technology identified. The score sheet resulted in the overall top two vendors being MGT and Segal.

In January 2023, The City asked the final two vendors, MGT and Segal, to provide an onsite demonstration of the various components that would be used in the Study and to introduce the team that would be working on the Study. The City team for the final round of interviews included Onyx Jones, Assistant City Manager, Dana Anderson, Director of Human Resources, Michelle Hamilton, Senior Human Resources and Equity Manager, Diana Chang, Transit Planning Manager, and Stephanie Condran, Human Resources Analyst. The City interview panel reached agreement that MGT was the most qualified vendor to meet the project requirements, needs and expectations of the City.

MGT conducted a professional demonstration to introduce the programs and methods that will be used to meet the City's requirements. MGT identified high-level software programs and introduced some of their security measures that will be used to ensure compliance with the City. MGT's background and experience is with local government agencies and their team members have specific knowledge and abilities in identified areas to conduct a comprehensive and efficient Study. The estimated timeline to complete the Citywide Classification and Compensation Study is eight months.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2022/2023 includes \$60,000 for the Classification and Compensation Study in Account #10122100.610400 (Human Resources - Consulting Services). The additional \$88,080 needed for the full contract amount of \$148,080 will be reallocated from projected savings in existing budget appropriations.

ATTACHMENTS

None

MOTIONS

That the City Council:

1. Approve a professional services agreement with MGT to conduct a Citywide Classification and Compensation Study in an amount not-to-exceed \$148,080;

2. Authorize the City Attorney to review/prepare the necessary document; and
3. Authorize the City Manager to execute such documents on behalf of the City.