

**MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: August 26, 2014
SUBJECT: Executive Recruitment Services for Medical Professionals –
Merritt Hawkins & Associates

ACTION REQUESTED

1. Approve an amendment to Contract No. KN021154 with Merritt Hawkins & Associates LLC of San Diego, CA for executive recruitment services of medical professionals for the Department of Health and Human Services to increase the contract by \$25,000 to a new total of \$75,000, funded by the department's proposed budget for FY 2014-15 with no new net County cost; and
2. Authorize the Purchasing Manager to sign the resulting contract amendment.

BACKGROUND

On July 1, 2014 Procurement awarded Contract No. KN021154 to Merritt Hawkins & Associates as the result of an informal competitive process conducted in cooperation with the Personnel Department. Under the terms of the contract, Merritt Hawkins is actively searching for qualified candidates for two open psychiatrist positions in the Health & Human Services Department (HHS) which are currently being filled with temporary staff. The maximum compensation to Merritt Hawkins for recruitment services for these two positions is \$50,000.

HHS has recently experienced another psychiatrist vacancy. The maximum cost for the third position will be \$25,000. However, Merritt Hawkins is currently in process of searching for the first two candidates and has agreed to include the third position in the same search to save administrative costs.

FISCAL IMPACT

Upon your Board's approval, Contract No. KN021154 will be amended in the amount of \$25,000 to a new total of \$75,000. Sufficient funding for this expense is included in the HHS FY 2014-15 proposed budget.

cc: Stan Hapak, HHS, Fiscal Program Manager
Maureen Bauman, HHS, Director – Adult System of Care

