



ACQUISITION APPROVAL

TO: Donald Cooper, City Manager
FROM: Theresa Webb, Chief Purchasing Officer
SUBJECT: Quote Q2016-0413; City Attorney Recruitment
DATE: April 13, 2016

Background

Request approval of Narloch in the amount of \$24,500 for fees to recruit qualified candidates for the city of Delray Beach City Attorney position.

Five requests for quotation were sent out and three responses were received from the following:

- Slavin Management Consultants \$22,537
- S. Renee Narloch and Associates \$24,500
- The Mercer Group \$16,700 + \$15/hr for other work

Due to the critical nature of this recruitment and the compressed timeline to complete, recommendation is made to award to S. Renee Narloch and Associates. Though Narloch is not the lowest respondent, based on the factors below, I believe it is in the best interests of the City to award to Narloch for the following reasons:

1. Narloch commits to completion of the recruitment process by mid-May 2016.
2. Narloch has extensive recent experience in city attorney recruitments within the state of Florida including most recently Margate in 2016 and Northport in 2015.
3. Narloch is a Women/Minority-owned business.
4. Narloch is headquartered in Florida.

Purchasing Authority

36.02 (B) Written Quotations Method. Acquisitions of or contracts for non-real property, goods or services where the total expenditure by the City (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be ten thousand dollars (\$10,000.00) or greater, but less than twenty-five thousand dollars (\$25,000.00), may be made or entered into by the City Manager without City Commission approval and without a Sealed Competitive Method, provided that three written quotations are obtained from individual sources, except when impracticable. The City may utilize the Written Quotations Method for any acquisition less than ten thousand dollars (\$10,000.00) that the City deems appropriate. The written quotations received by the City shall be retained with a copy of the purchase order and pursuant to public records law.

Funding Account Number:

Account 001-1311-512-3490; Human Resources / Other Contractual Services.

Department Head	Date	City Manager	Date
Purchasing	Date		