

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR
RESOLUTION ADOPTED BY CITY COUNCIL**

AN ORDINANCE

**APPROVING A PROFESSIONAL SERVICES
CONTRACT WITH COOPERATIVE PERSONNEL
SERVICES, DBA AS HR CPS CONSULTING, TO
PROVIDE EMPLOYMENT ENGAGEMENT SERVICES
FOR A THREE-YEAR TERM, BEGINNING JANUARY 1,
2023 AND ENDING DECEMBER 31, 2025, WITH TWO,
ONE-YEAR RENEWAL TERMS AT THE CITY'S
OPTION, AT AN ESTIMATED EXPENSE OF \$178,490.00.**

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WHEREAS, the City's Finance Department, Purchasing Division, on behalf of the Human Resources Department released a Request for Proposal (RFP) seeking proposals for employee engagement survey services; and

WHEREAS, five (5) proposals were reviewed by the selection committee; and

WHEREAS, the criteria used to evaluate the responses included experience, background and qualifications, proposed plans, price schedule; Local Preference; Veteran-Owned Small Business Preference Program; and Small Business Economic Development Advocacy Program; and

WHEREAS, as a result of the RFP process, the staff recommends Cooperative Personnel Services be awarded the contract to provide services; and

WHEREAS, said Contract provides for an initial 3-year term, beginning January 1, 2023, with two (2), one (1) year options to renew; and

WHEREAS, the estimated annual cost of this contract is \$178,490,000; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or designee is hereby authorized to execute a contract with Cooperative Personnel Services to provide employee engagement survey services. The contract shall be executed for an initial three (3) year term, beginning January 1, 2023, and ending December 31, 2025, and includes an option for the City to extend the contract for two (2) one (1) year periods, subject to subsequent funding and approval by City Council. A copy of the contract, in substantially final form, is attached hereto as Exhibit A. The terms and conditions of said contract are hereby approved.

SECTION 2. Funding in the amount of \$57,750.00 for this ordinance is available in Fund 11001000, Cost Center 1201010003 and General Ledger 5201040 as part of the Fiscal Year 2023 Adopted Budget approved by City Council.

SECTION 3. Additional funding is contingent upon City Council approval of the Fiscal Year 2024 and subsequent budgets that fall within the contract terms of this ordinance.

SECTION 4. Payment is authorized to Cooperative Personnel Services, dba HR CPS Consulting and should be encumbered with a purchase order.

SECTION 5. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 6. This ordinance is effective immediately upon passage by eight affirmative votes; otherwise, it is effective on the tenth day after passage.

PASSED AND APPROVED this xx day of October, 2022.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney