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Office of the City Manager

CONSENT CALENDAR
November 17, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Janelle Rodrigues, Director of Human Resources

Subject: Contracts for Recruitment Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with WBCP Inc., Berkeley Search Consultants, Bob Murray & Associates, and Mosaic Public Partners to establish an on-call bench of executive recruitment firms for the period of January 1, 2027, through June 30, 2030. Each contract may have an individual not-to-exceed amount of $250,000; however, cumulative expenditures across all four contracts shall not exceed $250,000 during the contract term, subject to the availability of appropriated funds.

FISCAL IMPACTS OF RECOMMENDATION

Departments typically fund their own executive recruitments using salary savings or other resources already identified within their operating budgets. These funding sources may include savings generated from vacant positions, operating funds that have been reallocated to support recruitment activities, or other discretionary allocations that departments are authorized to repurpose for personnel-related needs. This funding approach allows departments to initiate executive recruitments as staffing needs arise while ensuring that costs remain within existing budget authority.

CURRENT SITUATION AND ITS EFFECTS

The establishment of contract relationships with these executive recruitment search firms advances the Strategic Plan goal to attract and retain a talented and diverse City government workforce. Executive search firms provide the City with specialized market expertise, broad professional networks, targeted candidate outreach, and comprehensive recruitment support to attract and evaluate highly qualified candidates for critical executive leadership positions or highly specialized technical positions.

On November 6, 2025, the City released Request for Proposal (RFP) Specification No. 26-11750-C seeking qualified firms to provide executive recruitment services. The City received fifteen complete responses from prospective bidders. After a comprehensive

review of the proposals and subsequent interviews, the City's selection committee determined that the four highest-ranking firms, based on the established evaluation criteria, demonstrated the strongest capacity to meet the City's recruitment needs effectively.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3504.1 as amended by AB 339.This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

The selected firms were chosen based on price, project approach, and demonstrated expertise supported by strong references from prior executive recruitments. Each firm also brings distinct strengths that contribute to the overall quality of the candidate search.

WBCP Inc. specializes in recruiting hard-to-fill, management, and executive-level positions. The firm has recently supported key municipal hires throughout the Bay Area, including several critical placements for the City of Berkeley such as the Director of Human Resources, Director of Police Accountability, Transportation Manager, City Engineer / Manager of Engineering, Public Works Operations Manager, Budget Manager, and Audit Manager / Payroll Manager.

Berkeley Search Consultants offers extensive experience in executive search and public sector recruitment, partnering with cities, counties, and special districts both within California and nationwide. Originating in Berkeley more than 35 years ago, the firm brings a strong history and deep community ties. Their methodology integrates data-driven recruitment strategies with targeted, relationship-based outreach, enabling them to attract a diverse pool of candidates aligned with the City's mission, values, and community expectations.

Bob Murray & Associates has more than 30 years of experience and an expansive network within local government, with over 2,100 successful executive-level placements. Their approach emphasizes a clear understanding of the role, the ideal candidate profile, and organizational fit, allowing them to present proven leaders for positions ranging from city managers to department directors and public safety chiefs.

Mosaic Public Partners leverages modern technology and search methodologies tailored to public sector and civil service requirements while enhancing the speed and thoroughness of the recruitment process. They offer three tiers of service - from assisted outreach to full executive search - providing flexible options based on the level of engagement needed and available funding.

RATIONALE FOR RECOMMENDATION
These vendors were selected based on their capability to perform. The selection was determined by the ranking of its proposal submitted in response to RFP Specification No. 26-11750-C.

CONTACT PERSON
Janelle Rodrigues, Director of Human Resources, (510) 981-6807

Attachments:

1: Resolution - Contract: WBCP Inc. for Recruitment Services
2: Resolution - Contract: Berkeley Search Consultants for Recruitment Services
3: Resolution - Contract: Bob Murray & Associates for Recruitment Services
4: Resolution - Contract: Mosaic Public Partners for Recruitment Services

RESOLUTION NO. ##,###-N.S.

CONTRACT: WBCP INC. FOR RECRUITMENT SERVICES

WHEREAS, a Request for Proposal (Specification 26-11750-C) was posted on the City's website on November 4, 2025; and

WHEREAS, fifteen complete proposals were received by the deadline of December 2, 2025; and

WHEREAS, after careful analysis by a review panel, WBCP Inc. was ranked as one of the four highest-ranking firms based on the selection criteria and is determined to have a high probability of effectively meeting the needs of the City.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to execute an agreement with WBCP Inc. to provide recruitment services for the period of January 1, 2027, through June 30, 2030, in an amount not to exceed $250,000. Funding will be provided by departments utilizing the services, from sources previously adopted in their budgets.

RESOLUTION NO. ##,###-N.S.

CONTRACT: BERKELEY SEARCH CONSULTANTS FOR RECRUITMENT SERVICES

WHEREAS, a Request for Proposal (Specification 26-11750-C) was posted on the City's website on November 4, 2025; and

WHEREAS, fifteen complete proposals were received by the deadline of December 2, 2025; and

WHEREAS, after careful analysis by a review panel, Berkeley Search Consultants was ranked as one of the four highest-ranking firms based on the selection criteria and is determined to have a high probability of effectively meeting the needs of the City.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to execute an agreement with Berkeley Search Consultants to provide recruitment services for the period of January 1, 2027, through June 30, 2030, in an amount not to exceed $250,000. Funding will be provided by departments utilizing the services, from sources previously adopted in their budgets.

RESOLUTION NO. ##,###-N.S.

CONTRACT: BOB MURRAY & ASSOCIATES FOR RECRUITMENT SERVICES

WHEREAS, a Request for Proposal (Specification 26-11750-C) was posted on the City's website on November 4, 2025; and

WHEREAS, fifteen complete proposals were received by the deadline of December 2, 2025; and

WHEREAS, after careful analysis by a review panel, Bob Murray & Associates was ranked as one of the four highest-ranking firms based on the selection criteria and is determined to have a high probability of effectively meeting the needs of the City.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to execute an agreement with Bob Murray & Associates to provide recruitment services for the period of January 1, 2027, through June 30, 2030, in an amount not to exceed $250,000. Funding will be provided by departments utilizing the services, from sources previously adopted in their budgets.

RESOLUTION NO. ##,###-N.S.

CONTRACT: MOSAIC PUBLIC PARTNERS FOR RECRUITMENT SERVICES

WHEREAS, a Request for Proposal (Specification 26-11750-C) was posted on the City's website on November 4, 2025; and

WHEREAS, fifteen complete proposals were received by the deadline of December 2, 2025; and

WHEREAS, after careful analysis by a review panel, Mosaic Public Partners was ranked as one of the four highest-ranking firms based on the selection criteria and is determined to have a high probability of effectively meeting the needs of the City.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to execute an agreement with Mosaic Public Partners to provide recruitment services for the period of January 1, 2027, through June 30, 2030, in an amount not to exceed $250,000. Funding will be provided by departments utilizing the services, from sources previously adopted in their budgets.