

RESOLUTION NO. 2025–23

**AWARDING AN AMENDMENT TO THE CONTRACT WITH CPS HR CONSULTING
FOR FULL RECRUITMENT SERVICES FOR THE GENERAL MANAGER RECRUITMENT
IN THE AMOUNT OF \$17,000, AND APPROVING AN OWNER'S CONTINGENCY
IN THE AMOUNT OF \$15,000, FOR A TOTAL PROJECT BUDGET OF \$42,000**

PURISSIMA HILLS WATER DISTRICT

WHEREAS, the Purissima Hills Water District (District) issued a Request for Proposals (RFP) for Executive Search Firm Services to assist with the District's General Manager recruitment on May 9, 2025, with a due date for proposals on June 2, 2025; and

WHEREAS, the District received five (5) submittals by the due date; and

WHEREAS, staff met with the Board Ad Hoc Committee (Directors Stone and Ranganathan) on June 11, 2025, and July 3, 2025, and after discussion, the Committee ranked the proposal from CPS HR Consulting the highest; and

WHEREAS, the Board Ad Hoc Committee initially determined that the Phase One services proposed by CPS HR Consulting would be sufficient to start the recruitment, which included brochure development, job postings, candidate outreach, and receipt of candidate resumes; and

WHEREAS, the Interim General Manager signed a contract with CPS HR Consulting in the amount of \$10,000 for Phase One of the recruitment on September 9, 2025; and

WHEREAS, as a result of the higher than anticipated response to the recruitment, the Board Ad Hoc Committee supported the Interim General Manager's recommendation to amend the contract with CPS HR Consulting to authorize the full recruitment services, including the remaining two (2) phases outlined in their proposal, for an additional \$17,000, and a total contract amount of \$27,000; and

WHEREAS, the Interim General Manager also recommends approval of an owner's contingency in the amount of \$15,000 for reasonable candidate travel reimbursements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Purissima Hills Water District awards an amendment to the contract with CPS HR Consulting for an additional \$17,000 for full recruitment services, for a total contract amount of \$27,000, and separately approves an owner's contingency in the amount of \$15,000, for a total project budget of \$42,000.

PASSED AND ADOPTED this 12th day of November 2025, by the following votes:

AYES: Directors Glassman, Holtz, Jordan, Stone and Ranganthan.

NOES:

ABSTENTIONS:

ABSENCES:



President, Board of Directors
Purissima Hills Water District

ATTEST:



Secretary of the District