



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: March 9, 2022

Re: Contract Approvals for BakerTilly, GOVHR USA, Creative Financial Staffing, and LaSalle Network for Augmented Staff Support for Finance, Human Resources, and Executive Office Support

The current tight labor market has created significant opportunities for employees to advance their careers and command higher salaries, however, it has also created challenges for employers in hiring and retaining good talent. This trend has had a significant impact on the agency's Finance, Human Resources, IT, and Executive Office Support operations as a record number of employees have left the agency in these departments. To augment staff and maintain continuity of operations, the agency will need to use temporary services as the agency recruit and hire for these vacant positions. The agency has worked BakerTilly, GovHR Temp, Creative Financial Staffing, and LaSalle Network throughout the years for various positions. Each of these companies are knowledgeable about CMAP, the work that we do, the roles and responsibilities that we need to augment staff, and a pipeline of talent to recruit from for immediate placement.

GOVHR USA has been instrumental in the hiring of two executive directors, the current deputy executive director of finance and finance principal and is currently providing staffing for the interim HR director. The Board approved a contract in 2020 for BakerTilly to provide accounting and finance support. BakerTilly has been instrumental in assisting the agency in meeting its financial reporting and audit requirements. Creative Financial Staffing has provided HR support in recruitment in its efforts to fill vacancies. LaSalle Network has provided procurement and other administrative support to the agency. All these companies have provided valued added employment services to CMAP over the years. Their services are required now more than ever for business continuity.

Staff is seeking approval to engage these vendors in sole source agreements to provide augmented staff support services to provide immediate support to the Agency.

It is recommended that the Board approve sole source contracts with BakerTilly, GOVHR USA, Creative Financial Staffing, and LaSalle Network for a maximum not-to-exceed amount of \$300,000 per vendor. The maximum of all contracts combined will not exceed \$1,000,000. Support for this project will be included in the FY22 to 24 Operating Budgets.

ACTION REQUESTED: Approval

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