

## MEMORANDUM

**To:** Monsherry Terrell, Purchasing Administrator

**From:** Robin Wheeler-Sanders, Assistant County Administrator – Internal Services

**Date:** April 15, 2026

**Subject:** Request to Execute Contract – Executive Recruitment Services (Sole Source under Section 1030.1)

### **Pursuant to Jackson County Code, Chapter 10, Section 1030.1**

#### **Purpose**

This memorandum requests the execution of a professional services contract for executive recruitment services under Jackson County Code, Chapter 10 (Purchasing), Section 1030.1 – Sole Source. Under this section, competitive bidding is not required when the items or services can be obtained from only one source, subject to legislative approval and submission of justification for the non-competitive procurement.

#### **Requested Action**

Proceed with contract preparation and routing for County approvals and legislative authorization under Section 1030.1 for executive recruitment services as proposed by Omni Human Resource Solutions (Omni) the region's sole public-sector-focused executive recruitment provider.

#### **Background**

Jackson County currently has **three critical positions, including two in leadership** that have been vacant between **6 and 18 months**, which has created significant operational strain and presents heightened organizational risk.

A review of the local and regional market confirms that **only one firm—Omni—specializes in executive-level public-sector recruitment** and consistently provides these services to cities, counties, and public agencies in the Kansas City metro area. Their depth of experience, candidate network, and demonstrated results in this specific sector are not matched by other vendors in the market, making them the sole practical and qualified provider for this specialized service.

Given the urgency created by prolonged vacancies and the lack of comparable providers, the conditions satisfy the requirements of Section 1030.1 Sole Source, which allows award without competitive bidding when services can be obtained from only one source.

#### **Proposed Vendor and Scope Summary**

Omni will provide full-cycle executive recruitment services including:

1. Position assessment and profile development
2. Targeted executive outreach and candidate sourcing
3. Screening, preliminary interviews, and candidate evaluation
4. Facilitation of County interview processes
5. Background, credential, and reference verification
6. Support through selection and offer negotiation

This scope is designed to rapidly stabilize critical leadership functions and mitigate continued operational risk.

### **Cost Proposal**

Total contract amount: **Not to exceed \$80,000**

(Firm's detailed cost proposal may be attached)

### **Recommendation**

It is recommended that the County proceed under **Chapter 10, Section 1030.1 – Sole Source** to execute a contract with **Omni Human Resource Solutions** for executive recruitment services in an amount not to exceed **\$80,000**. This procurement approach is justified based on market conditions, specialized expertise, and the County's immediate operational needs.