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**TOPIC:** University of Maryland University College: Renewal of Recruitment Process Outsourcing Contract

**COMMITTEE:** Finance

**DATE OF COMMITTEE MEETING:** March 31, 2016

**SUMMARY:** University of Maryland University College (UMUC) requests approval to exercise a renewal option for a contract with Allegis Group Services (AGS) for end-to-end talent acquisition services and recruitment processes for faculty and staff. Under the supervision and management of UMUC's Vice President and Chief Human Resources Officer, the Contractor will provide onsite management and recruitment staff who will provide management of a new and state of the art applicant tracking system; position posting and advertising; applicant sourcing and screening; pre-screening testing and competency validation; streamlined interview and selection processes; reference and background checks; offer administration; reporting and analysis; and diversity strategies as it relates to attracting candidates. AGS is paid a fixed fee for the staff it provides under the contract as well as a fee per hire.

**CONTRACTOR:** Allegis Group Services, Hanover, MD 21076

AGS was selected in 2012 through a sealed competitive proposal process. The initial term of the contract was for two years and 10 months (August 23, 2012 to June 30, 2015) and allows for renewal(s) for a period, or periods, not to exceed a cumulative total of five (5) additional years. UMUC renewed the contract for one year from July 1, 2015 through June 30, 2016. UMUC now requests approval to exercise the remaining options of four (4) years from July 1, 2016 through June 30, 2020. This request is made pursuant to University System of Maryland Procurement Policies and Procedures; Section VII.C.2.

**ALTERNATIVE(S):** The only alternative to outsourcing these services would be for UMUC to provide these services in-house, requiring the University to incur substantial costs for staff and equipment. UMUC believes outsourcing for these services to be the most cost effective and efficient way to provide staff and faculty recruitment services.

**FISCAL IMPACT:** The source of funds for this contract will be UMUC's operating budget. The total expenditures during this four-year period is estimated to be approximately \$6,915,768. At any time, UMUC at its sole option and without having to show cause with ninety (90) days' notice may discontinue the contract with no further obligations and or penalty.

**CHANCELLOR'S RECOMMENDATION:** That the Finance Committee recommend that the Board of Regents authorize for University of Maryland University College to enter into a four-year renewal contract for recruitment process outsourcing with Allegis Group Services under the terms and conditions described above.

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COMMITTEE RECOMMENDATION: RECOMMEND APPROVAL

DATE: 3/31/16

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BOARD ACTION:

DATE:

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SUBMITTED BY: Joseph F. Vivona (301) 445-1923