



OFFICE OF THE SHERIFF
COLLIN COUNTY, TEXAS

JIM SKINNER, SHERIFF

February 27, 2020

Michalyn Rains
Purchasing Agent
972.547.4111

Re: Help with an RFP, RFI, RFQ, or Appropriate Document for a Recruiter for the CCSO

Michalyn:

As you likely know, the County needs to hire qualified persons to work as county jailers in the CCDF to fill 20–30 positions approved by the Commissioners Court most recently in the adopted FY 2020 budget. The Court has generously approved the idea of contracting with a private recruiting firm to recruit candidates for these positions. I don't have much knowledge about the recruiting industry or how to select a recruiting firm. So, I'd like your department's help in issuing an RFP, RFI, RFQ, or the other appropriate document to circulate the County's needs and the terms that the County is offering to the recruiting industry. Even if this type of recruiting falls under the professional-services exemption of Section 262.024(a)(4), Local Gov't Code, I still need a way to get this information out to recruiting firms.

In brief, the County needs to hire persons who are qualified—under Chapter 1701 of the Occupations Code—to work full time as a licensed county jailer. Although the Commissioners Court will of course have to write out the specific terms the County would agree to with a recruiter, I believe that the Court would be willing to pay a recruiter a specific amount (e.g., \$500) when certain conditions are met (e.g., when the County hires a qualified person referred by the recruiter or when such a person meets some anniversary or mile mark).

I would appreciate your help with this project, Michalyn. Many thanks,

Jim Skinner



Sheriff, Collin County

cc: Bill Bilyeu, County Administrator