



Request for Proposals Human Resources Services

November 1, 2010

**Request for Proposals
November 1, 2010**

Human Resources Services

1. Purpose of Request for Proposals

1.1. Hub Cities Consortium (“HCC”) hereby issues a Request for Proposals (“RFP”) for Human Resources consulting services to review and make recommendations on HCC current Human Resources management practices, Policy and Procedures Manual, and other human resources functions, programs and procedures.

2. Background Information about the Hub Cities Consortium

- 2.1. Hub Cities Consortium was established in 1988 by several local cities (including Cudahy, Lynwood, Maywood, Huntington Park and South Gate) and together created a Joint Powers Authority (JPA). Hub Cities and its cities are located in Southern California in the County of Los Angeles.
- 2.2. Hub Cities Consortium is a public entity operating as a unit of local government pursuant to the joint exercise of powers act set in the government code. Policy-making authority are vested in the Board of Directors (“BOD”) consisting of the elected official from each of the cities represented. The BOD is responsible, among other things, for adopting policies, adopting the budget, appointing committees, and hiring an Executive Director.
- 2.3. Hub Cities Consortium Executive Director is responsible for carrying out the goals, policies, and procedures for the consortium Board of Directors, for overseeing the day-to-day operations, and for appointing the heads of the various departments.
- 2.4. Hub Cities Consortium currently employs 35 employees in 14 job titles that provide a full range of services.
- 2.5. Additional information about Hub Cities Consortium is available on the Internet at www.hubcities.org.

3. Scope of Services

- 3.1. HCC desires to retain a consultant to provide general human resources support to HCC’s administration. Services would include recruiting/staffing, employee orientation, employee relations, performance management and salary administration, oversee the exit of employees and analyze exit interviews, compliance with federal, state and local laws and regulations related to employment, and compliance with internal policies and procedures. Services would also include reviewing Hub Cities Consortium’s current Health Insurance benefits program and will serve as a liaison to the appropriate HCC consultants.

Additionally, prior experience with government entities is preferred. The selected consultant also will need to coordinate the development and maintenance of HCC's HR Policies and Procedures handbook.

The consulting firm selected through this RFP will work with HCC's Executive Director and/or his designee to evaluate and perform services in the following areas:

Consultant will provide frequent progress/status.

Consultant will provide final recommendations to Executive Director by January 10, 2011.

The consulting firm selected through this RFP will work with HCC's Executive Director and/or his designee to evaluate and perform services in the following areas:

Specific Aspects of the Proposed Scope of Services
<p><u>Activity/Output</u></p> <p>Comprehensive human resources service to include the following:</p>
<p>Compensation/Benefits Study</p> <p>Review current and historical overall compensation programs/philosophies and complete compensation study update based on current market data.</p>
<p>Job Descriptions</p> <p>Review existing job descriptions and revise as needed. Develop new job descriptions, if necessary.</p>
<p>Recruiting, Selection and Orientation Design and Delivery</p> <p>Design recruiting, selection and orientation programs. Provide support to managers in implementing such programs.</p>
<p>Operational Policies and Procedures</p> <p>Review of existing human resources infrastructure; provide recommendations and strategies for development of revised and/or new processes, programs and practices on Human Resources matters.</p>

<p>Performance Management Practices</p> <p>Develop performance appraisal process and train Managers on goal setting, leadership and communication as they relate to Hub Cities operational values.</p>
<p>Managers Training</p> <p>A. Determine appropriate training and provide administrative support to deliver training.</p> <p>B. Recommend, facilitate and/or provide training classes.</p>
<p>Ongoing Human Resources Support</p> <p>Human Resources support for implementation of policies and procedures and to support managers. It is Hub Cities Consortium's desire that a primary consultant be identified to coordinate this work plan and that the identified consultant work at Hub Cities offices on a routine basis. The schedule will vary based on assignments and workload</p>

- 3.2. HCC's Executive Director and/or his designee will be available to provide overall direction to the consultant.
- 3.3. Monthly status reports describing activities and progress will be developed by the consultant and presented to HCC's Executive Director and/or his designee.
- 3.4. Final recommendations will be presented to HCC's Executive Director and/or his designee. HCC's Executive Director will make final decisions on recommendations to present to the Board of Directors.
- 3.5. The proposed scope described above represents Hub Cities initial concept of the work anticipated and deliverables requested. This scope of work will be discussed in detail with the selected proposer to develop an agreed upon project scope that incorporates the proposer's approach and Hub Cities Consortium desired objectives and monetary constraints. The proposer may submit a proposal in its entirety or for individual sections as described in the Specific Aspects of the Proposed Scope (see Section 3.1 above). Changes in scope may be necessary in order to allow the selected proposer to meet the contractual project scope within available funding.

4. RFP Schedule

- 4.1. Distribution of RFP on **November 5, 2010**.
- 4.2. Sealed RFP Responses due on **December 17, 2010 by 5:00 p.m.**
- 4.3. Potential interview of proposers chosen by Hub Cities Consortium during the week of

January 10, 2011.

- 4.4. Negotiation with identified proposer during the week of **January 17, 2011.**
- 4.5. Negotiations completed and contract to Board of Directors for consideration at the **February 2011** scheduled meeting.

5. Responding Proposal Requirements

- 5.1. Proposals submitted in response to this RFP shall be bound with individual sections tabbed for quick reference and shall strictly adhere to the following format:
 - 5.1.1. Cover with the firm name/logo and the project title.
 - 5.1.2. A summary page with a general description of the services to be provided by the proposer sufficient to demonstrate understanding of the requirements of the Scope of Services (Section 3.).
 - 5.1.3. A description of the proposer's experience related to the requested service.
 - 5.1.4. A description of experience with similar type of organizational environment, including, if possible, client names and work descriptions.
 - 5.1.5. Qualifications of the proposer's assigned primary consultant and other personnel assigned to the project (include resumes). List any professional affiliations, licensures, and certifications that are pertinent to the work.
 - 5.1.6. A detailed cost estimate for completing each aspect of the Proposed Scope (see Section 3.1.). Include number of hours and days on site to meet the needs.
 - 5.1.7. A description of major project assumptions that influence the cost.
 - 5.1.8. A description of key activities and deliverables.
 - 5.1.9. A proposed project schedule.
 - 5.1.10. Description of any services that will be outsourced by the proposer. If services will be outsourced, the proposer shall provide the names and information in items 5.1.2 to 5.1.5 for the proposed subcontractor
 - 5.1.11. Description of the proposer's billing practice and payment terms.
 - 5.1.12. Information available about the proposer's philosophies regarding compensation, benefits, employee training programs and employee handbooks.

- 5.2. Proposals submitted in response to this RFP may provide recommended changes to the Scope of Services (Section 3) or other suggestions that will reduce costs while maintaining or enhancing the final deliverables. However, proposers should provide a response to this RFP fully in compliance with the Scope of Services. Hub Cities may or may not, at its sole discretion, accept any suggestions.

6. Submission of Proposal and Due Date

- 6.1. **By 5:00 p.m. Pacific Standard time on Friday, December 17, 2010** Three (3) copies of the proposal should be delivered to:
Hub Cities Consortium
ATTN: Alberto Uribe, Executive Director
2677 Zoe Avenue, 2nd floor
Huntington Park, California 90255
- 6.2. **“Proposal for Human Resources Review, Hub Cities Consortium”** must be clearly legible on the outside of the sealed submittals.

7. Proposal Evaluation

- 7.1 Only complete submittals will be evaluated.
- 7.2 Evaluations of proposals will be based on the following criteria:
 - 7.2.1 Management and personnel qualifications.
 - 7.2.2 Approach to delivery of services.
 - 7.2.3 Relevant experience of firm.
 - 7.2.4 Price for the Scope of Services (Section 3) requested.
 - 7.2.5 The value of any cost-saving options presented, to the extent the options are acceptable to Hub Cities, at its sole discretion.
 - 7.2.6 Other factors that may be determined by Hub Cities to be necessary or appropriate in its discretion.

8. Interpretations

- 8.1. Any questions about this RFP are to be e-mailed to HRRFP@hubcities.org or faxed to the attention of David Pelayo at 323-586-4751, by **December 17, 2010** (deadline.) Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP. Questions received less than three (3) days prior to the proposal due date (Section 6.1) may not be answered.

- 8.1.1. Hub cities will be the sole and exclusive judge of quality and Compliance with proposal specifications. Hub Cities reserves the right to award this contract in any manner it deems to be in the best interest of Hub Cities and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the bidders in the same service.

9. Conditions Established by Hub Cities Consortium

- 9.1. Late Submittals: Any responses submitted after the due date (Section 6.1) will not be considered and will be returned.
- 9.2. Rejection of Submittals: Hub Cities reserves the right to reject any, some or all submittals received in response to the RFP as determined to be in the best interest of Hub Cities Consortium. Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal was deficient.
- 9.3. All materials submitted in response to the RFP become the property of Hub Cities Consortium and will be returned only at the option of Hub Cities Consortium. Selection or rejection will not affect this right.
- 9.4. Any proprietary information submitted in response to this RFP shall be clearly marked on each page thereof and will be handled in accordance with applicable federal and state laws. Neither cost information nor any response in total will be considered proprietary, and proposers should assume that all portions of their response other than proprietary information will be public records. Please note that Hub Cities is subject to the California Public Records Act.
- 9.5. This RFP is a solicitation and not an offer to contract. Hub Cities Consortium reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of Hub Cities Consortium and confer no rights, duties or entitlements to any proposer.

10. Costs Incurred by Proposer

- 10.1. Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to Hub Cities Consortium.

11. General Terms of Award

- 11.1. Contracts executed pursuant to this RFP will require the selected consultant to indemnify, defendance hold harmless Hub Cities Consortium, and its officers and its employees, from and against all liability, claims, and demands, on account of any

injury, loss, or damage, which arise out of or are connected with the consultant's performance of the contract, if such injury, loss, or damage, or any portion thereof, is caused by, or claims to be caused by, the negligent act, omission, or other fault of the consultant or any subcontractor of the consultant, or any officer, employee, or agent of the consultant or any subcontractor, or any person for whom the consultant is responsible.

11.2. The contract shall also require the selected consultant to carry the following minimum amounts of insurance, or such amounts as Hub Cities shall require:

- Workers' Compensation in statutory limits.
- Automobile Liability or Hired and Non-Owned Vehicle Liability Insurance in statutory limits.
- Commercial General Liability Insurance: \$150,000/each occurrence; \$600,000/aggregate.

Said insurance will be required to be maintained in full force and effect during the term of the contract.

11.3. Hub Cities Consortium may conduct such investigations, as it deems necessary, to assist in the evaluation of any proposal.

11.4. Any agreement entered into by Hub Cities and bidders is on a non-exclusive basis.

12. Use of Ideas

12.1. Except as otherwise prohibited by law, Hub Cities Consortium has the right to use any and all ideas presented in response to this RFP. Selection or rejection of a proposal does not affect this right.

13. Modification and Withdrawal of Proposals

13.1. Proposals may be modified or withdrawn at any time.