

**FRESNO LOCAL AGENCY FORMATION COMMISSION
REQUEST FOR PROPOSALS FOR CONTRACT HUMAN RESOURCES SERVICES**

BACKGROUND

Fresno Local Agency Formation Commission (“LAFCo”) was created in 1963 and is currently authorized under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, section 56000 *et seq.* of the California Government Code to both plan and regulate the boundaries and service areas of cities and special districts in order to prevent urban sprawl, encourage orderly governmental boundaries and promote efficient public services.

LAFCo FY 2021-22 budget is \$602,358. The Commission employs an Executive Officer, who oversees the work of a Clerk to the Commission, a Senior Analyst, a LAFCo Analyst II, a part-time bookkeeper, and a part-time student intern.

LAFCo seeks a qualified HR consultant to perform various services to update its HR documents, processes, and practices to remain in compliance with state law, and to provide intermittent on-call HR services.

SCOPE OF SERVICES

Proposals are invited from qualified firms to provide human resources services to Fresno LAFCo. Services required include, but are not limited to, the following:

- HR Audit: review overall HR systems and practices and make recommendations for improvement.
- Employee Handbook: audit employee handbook to ensure compliance with current State and Federal laws.
- Personnel file audit: review LAFCo personnel files only to ensure compliance with current State and Federal laws and proper document retention.
- Job Descriptions: review current job descriptions giving management the tools to help employees understand their responsibilities and accountabilities.
- Performance evaluations: establish a system to monitor employee performance and provide the tools necessary for constant improvement.
- Benefit and compensation analysis and comparisons: review current benefits and employee compensation, conduct various salary studies to provide advice regarding appropriate compensation packages.
- Training sessions: inform LAFCo staff regarding various training requirements to maintain compliance with current State and Federal laws.
- Hiring and termination procedures: review current procedures to ensure compliance with State and Federal laws.
- Provide updates to management as State and Federal laws change.
- Support recruitment and retention of LAFCo employees.
- On-demand HR support.

The contract will be for a period of one year with LAFCo's option to renew for an additional five (5) one-year periods with satisfactory performance, at agreed upon rates.

PROPOSAL INSTRUCTIONS

Bidders are requested to provide the following information in their proposal:

- General qualifications and experience of the company in the provision of human resource services, especially to local governmental agencies,
- Curriculum vitae of personnel assigned to this engagement,
- Details of the types of services available,
- References from clients,
- Proposed contract rates and terms for the five-year contract period, and
- Any other information that would help the review team to better understand your proposed offering.

PROPOSAL SUBMISSION

Three copies of the proposal titled "Fresno LAFCo Human Resource Services" shall be submitted in a sealed envelope prior to 4:00 p.m. on [DAY], [DATE], 2021 to:

David Fey, Executive Officer
Fresno LAFCo
2607 Fresno Street Suite B
Fresno, California 93721

By submitting a proposal, the proponent authorizes the Fresno LAFCo to distribute, copy, print or translate its proposal for the purposes of evaluating it.

EVALUATION

Proposals will be evaluated on the following basis:

The general experience of the firm and responsiveness to the proposal	20%
The qualifications and experience of the assigned personnel	40%
The breadth of services available	20%
Proposed fees and terms	20%

DISCLAIMER

Late, emailed, or faxed proposals will not be accepted. Fresno LAFCo reserves the right to accept or reject any proposal submitted and is not obligated to enter into a contract on the basis of any proposal submitted in response to this request. No payment will be made for costs incurred in the preparation and submission of a proposal response to this request.

Fresno LAFCo will evaluate all submitted proposals. The object of the evaluation and selection process is to identify the proposal that, in Fresno LAFCo's opinion, offers the best value for the services requested. In assessing best value, Fresno LAFCo:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals.
- Has no obligation to receive further information, whether written or oral, from any party submitting a proposal, nor to disclose the nature of any proposals received.

Each proposal is subject to disclosure under the California Public Records Act.

Questions on the request for proposals can be addressed to Executive Officer David Fey via email at dfey@fresnocountyca.gov.