

○ REQUEST FOR PROPOSALS (RFP) ○
Specification No. BHA-14-03
FOR
HUMAN RESOURCE MANAGEMENT ASSESSMENT/DESIGN

May 20, 2014

Dear Proposer:

The Berkeley Housing Authority is soliciting written proposals from highly qualified individuals and/or firms with public sector human resource management expertise to review, analyze and advise on aspects of the human resource management system of the Authority. As a Request for Proposals (RFP) this is not an invitation to bid and although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 pm, June 4, 2014.** All responses must be in a sealed envelope and have **“Human Resource Management”** and **Specification No. 14-03** clearly marked on the outer most mailing envelope. Please submit one original and three copies of the proposal as follows:

Mail or Hand Deliver To:

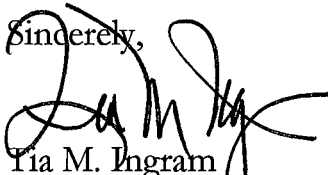
Tia M. Ingram, Executive Director
Berkeley Housing Authority
1936 University Ave, Suite 150
Berkeley, CA 94704

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate BHA to award a contract, nor is BHA liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. BHA retains the right to award all or parts of this contract to several bidders, to not select any bidders, and/or to re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please **contact Tia Ingram** via email at ttingram@ci.berkeley.ca.us or at **(510) 981-5471** no later than May 28, 2014.

We look forward to receiving and reviewing your response.

Sincerely,



Tia M. Ingram
Executive Director

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I. BACKGROUND /SUMMARY/or INTRODUCTION

Berkeley Housing Authority (BHA) is a public entity, corporate and politic, formed to provide federally subsidized housing to low-income households in the City of Berkeley. Prior to July 1, 2007, BHA operated under the auspices of the City of Berkeley, as a division of the Housing. BHA currently has 12 full-time equivalent positions of which 10 are represented by SEIU Local 1021; 1 is represented by SEIU Local One; and 2 (including the Executive Director) are unrepresented.

While BHA has taken steps to execute independent contracts and adopt independent policies and procedures, there has been no formal comprehensive evaluation of the current systems (those carried over from the City or newly adopted) to ensure compliance with applicable laws and standards for an entity of this size.

II. SCOPE OF SERVICES

The BHA is seeking proposals from highly qualified and insured firms, to review existing policies and procedures, and develop a comprehensive human resource management system appropriate for the organization. Tasks to include, but not be limited to:

- a. Create and/or revise Human Resource Policies and Procedures, which should include, but not be limited to: Equal Employment Opportunity- ADA - FMLA, PFL & other leave statutes; Sexual Harassment.
- b. Reviewing existing labor contracts for conditions that are not applicable;
- c. Developing and/or revising critical documents including but not limited to
 - a. the compensation plan;
 - b. employee handbook
 - c. application and recruitment documents
- d. Assisting in preparing for implementation of PEPRA; and
- e. Assisting with obtaining any required plans or certifications (i.e. Internal Revenue Service).

III. INFORMATION REQUIRED

Your proposal must include all of the following:

1. A brief summary of the relevant services generally offered by your firm.
2. The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role in the bidder's firm and in the team.
3. At least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.
4. Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.
5. Explanation of how you intend to provide the required services, your proposed billing structure, and a time line.

IV. ACCEPTANCE OF PROPOSALS

All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of BHA and this project.

BHA anticipates entering into a contract with this/these offeror(s) to execute the proposed work by June 18, 2014. This Request for Proposals, however, does not commit BHA to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. BHA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests

V. PREPARATION COSTS

All costs incurred in the preparation and presentation of a Proposal shall be completely absorbed by the respondent. All supporting documentation submitted with Proposals will become the property of the Housing Authority. Any material submitted that is to be considered confidential should be clearly marked as such.

VI. SELECTION CRITERIA

- 1. Experience of the firm and those persons who will perform the work 30%
- 2. Performance of the firm for services of the same or similar nature 25%
- 3. Your proposal: 15%
 - a. That it indicates a knowledge and understanding of the scope of work to be performed
 - b. That it indicates the ability to perform the work in a timely manner and that you have adequate staffing
- 4. Cost 30%

VII. ASSIGNED PERSONNEL

The Berkeley Housing Authority reserves the right to request a change in the firm representative responsible for performing work if at the Housing Authority's discretion, the assigned representative is not adequately meeting the needs of the Housing Authority.

VIII. CONTRACT TERM

Time is of the essence; the Authority seeks to engage the project by June 16th, and complete the deliverables September 10, 2014.

X. CONTRACT TERMINATION

The Berkeley Housing Authority reserves the right to terminate the contract for services if in the judgment of the Authority, the firm is not performing services satisfactorily under the terms agreed upon.

XI. METHOD OF AWARD

Award will be made to the best Proposer based on the quality of the services offered, previous experience, and the quality of references.