

REQUEST FOR PROPOSALS (RFP) 11-09

Human Resource Services

PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

December 15, 2011

Dear Proposer:

In 2007, the Berkeley Housing Authority (BHA) ceased to operate as a Division of local government, and began operations as an autonomous entity. Under a Memorandum of Agreement (MOA) the City of Berkeley (City) has continued to provide staff and Human Resource (HR) services. The Housing Authority is preparing to assume full responsibility for the HR function and will need professional advice and assistance with all aspects of the Human Resources function.

The project scope and submission requirements are summarized below. Proposals must be received by **January 5, 2012**. Please submit one original and two (2) copies of the proposal as follows:

Mail or Hand Deliver To:
Berkeley Housing Authority
ATTN: BHA Human Resource Services
1901 Fairview Street
Berkeley, CA 94703

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 3:00 pm, on Thursday, January 5, 2012** (Pacific Daylight Time). Respondents are solely and entirely responsible for ensuring that submissions are received before the stated due date and time. All responses must be in a sealed envelope and have **"COMPANY NAME – Human Resource Services"** clearly marked on the **outer most mailing envelope**.

Proposals will not be accepted after the date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the Authority to award a contract, nor is the Authority liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work. The Authority 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. Except as otherwise prohibited by law, BHA 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.

Questions on the RFP must be submitted via email, by December 27, 2011 to: bha@ci.berkeley.ca.us. Prospective vendors may register interest via email (provide company name, contact name, phone number, mailing address, website, and email address of primary contact person) to: bha@ci.berkeley.ca.us. Registration is not required, but will allow you to receive notice of any revisions to the RFP, as well as questions and answers regarding the RFP.

We look forward to receiving and reviewing your proposal.

Tia M. Ingram
Executive Director



I. BHA BACKGROUND /SUMMARY/INTRODUCTION

With a jurisdiction of the City of Berkeley, in the County of Alameda, in the State of California, BHA operates the Section 8 Housing Choice Voucher and Project-based Section 8 (with a HUD Annual Contributions Contract of 1,841 vouchers).

The BHA is a public entity, corporate and politic, formed to provide federally subsidized housing to low-income families in the City of Berkeley. The Board of Commissioners is its governing body.

All employees of the BHA are currently covered under the City's retirement system (CalPERS); benefit plans; and Local One contract (for management employees). BHA has a separate classification and compensation schedule, and separate labor contract with 1021 SEIU for non-management staff.

The current organizational chart (Attachment 1) is provided. Employee types are as follows:

- Executive Director: this position is responsible for all personnel actions.
- Management Staff: there are two positions (Finance Manager and Property Manager). These positions are represented by Local One.
- Confidential Line Staff: there are two positions. The Management Analyst is represented by SEIU 1021; the Executive Assistant is unrepresented.
- Regular Line Staff: there are 9 positions. These positions are represented by SEIU 1021

The Executive Director is appointed by, and serves at the pleasure of the BHA Board of Commissioners; there is no employment contract.

The current labor contracts (1021 SEIU and Local One) both expire in June 2012, and will need to be renegotiated.

BHA adopted a Personnel Policy in 2008, which may need revision, including an appropriate appeals process for disciplinary actions initiated or approved by the Executive Director. In addition, we need to establish a set of Administrative Regulations to govern day-to-day operations.

BHA is in the process of establishing a retirement plan under the California Public Employees Retirement System (CalPERS). Until established, BHA employees remain covered under the City's CalPERS plan.

II. SCOPE OF SERVICES

A. Immediate Services

BHA desires to retain a consultant to provide immediate assistance with the following:

1. Revision of existing position classification plan and salary schedule.
2. Negotiations for labor contracts (effective July 2012) and researching possibility of either having (a) one union to represent all employees or (b) two unions (one being the current 1021 and the other being a yet-to-be determined union for the two confidential management staff positions).

3. Recommendations to renew current employee benefits contracts (health, deferred compensation, SRIP 2 Disability, life insurance, retiree medical, YMCA membership) currently provided BHA employees under existing City of Berkeley agreements.
4. Reviewing options for payroll services (now managed by the City of Berkeley).
5. Assistance with CalPERS plan agreement.

B. Ongoing Services

BHA desires to retain a consultant to provide general human resources support for BHA's administration. Services may include the following:

1. Recruiting/new employee orientation.
2. Employee relations/performance management, including advising on disciplinary matters and terminations.
3. Ensuring compliance with federal, state and local laws and regulations related to employment and internal policies and procedures.
4. Labor relations.
5. Acting as advisor and liaison with benefit providers.

C. Special Services

BHA may from time to time require special services including but not limited to:

1. Compensation and benefit studies
2. Classification studies
3. Special or one-time training.

III. PROPOSAL SUBMISSION REQUIREMENTS

All proposals shall include the following information, and should be concise and to the point.

1. Cover page with firm name/logo and contact information, the firm's principal place of business, the name and telephone number of the primary contact person and company tax identification number.
2. Provide a general description of your approach for the services to be provided sufficient to demonstrate an understanding of the Scope of Services and schedule.
3. Description of experience related to the requested service .
4. Description of the firm's experience with similar types of organizations. Provide references, with special emphasis on public entities in California.

5. Descriptions of the experience and qualifications for the primary consultant and other personnel that would be working directly with BHA. Include a list of pertinent professional affiliations, licenses, and certifications.
6. A detailed cost estimate for completing each aspect of the proposed Scope of Work. Include the estimated number of hours. If travel is required, provide an estimate of travel costs.
7. Describe major project assumptions that influence the cost.
8. Describe key activities and deliverables.
9. Provide a proposed project schedule.
10. Describe any services that are proposed to be outsourced. If outsourcing is proposed, provide information requested in items 1-4 for all proposed subcontractors.
11. Describe the proposer's billing practice and payment terms.
12. Provide information about the proposer's philosophies regarding compensation, benefits, employee training programs, and employee handbooks.
13. Any recommendations to changes in the Scope of Work or other suggestions that will reduce cost while maintaining or enhancing the final deliverables. BHA at its discretion, will consider suggestions, but proposals should address all points in the RFP in its current form.

IV. SELECTION CRITERIA

Only fully responsive proposals will be evaluated. The following criteria will be considered, although not exclusively, in determining which firm is hired:

- Management and Personnel Qualifications (35%)
- Approach to Delivery of Services (10%)
- Relevant Firm Experience (20%)
- Price for Scope of Services (35%)

BHA will be the sole and exclusive judge of quality and compliance with proposal requirements. BHA reserves the right to award one or more contracts in any manner it deems to be in the best interest of BHA and to make the selection(s) based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more bidders.

V. PAYMENT

Invoices must be fully itemized (unless a flat fee contract), and provide sufficient information for approving payment and audit.

VI. OTHER REQUIREMENTS

1. Indemnification.

Contractor shall defend, hold harmless and indemnify the Authority, and its respective Board members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of this Contract and any of Contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.

2. Insurance.

The selected contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000, automobile liability insurance (unless a fully on-line service) in the minimum amount of \$500,000 and a professional liability insurance policy in the amount of \$1,000,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance (if applicable) must name the Berkeley Housing Authority, its officers, agents, volunteers and employees as additional insureds. Firm shall provide an original Certificate of Insurance evidencing the required coverage.

3. Worker's Compensation Insurance.

A selected contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

4. Section 3 Compliance.

Firm must describe proposed compliance with Section 3 of the Housing Act of 1968, as amended regarding the provision of training and employment opportunities for low-income persons, with priority to residents of Berkeley, California.

Firm must complete the Certifications of Representations of Offertory, Non Construction Contract (Form HUD-5369-C) and Non Collusion Affidavit form furnished in this RFP package.

5. Business License

Virtually every contractor that does business in the City must obtain a City business license as mandated by B.M.C. Ch. 9.04. The business license requirement applies whether or not the contractor has an office within the City limits. However, a "casual" or "isolated" business transaction (B.M.C. section 9.04.010) does not subject the contractor to the license tax. The infirm, warehousing businesses and charitable organizations are the only entities specifically exempted in the code from the license requirement (see B.M.C. sections 9.04.290, 9.04.295 and 9.04.300). Non-profit organizations are granted partial exemptions (see B.M.C. section 9.04.305).

Vendor must apply for a City of Berkeley business license and show proof of application to the Finance Manager within seven days of being selected as intended contractor. The Customer Service Division of the Finance Department located at 1947 Center Street, Berkeley, CA 94704, issues business licenses. Contractors should contact this division for questions and/or information on obtaining a City business license, in person, or by calling 510-981-7200.

VII. SCHEDULE (dates subject to change)

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| <input type="checkbox"/> BHA Issues RFP to Potential Bidders: | 12/15/2011 |
| <input type="checkbox"/> Questions regarding RFP must be submitted to BHA: | 12/27/2011 |
| <input type="checkbox"/> RFP Due | 01/5/2012, 3:00 pm |
| <input type="checkbox"/> Interviews | 01/9/2012 (week of) |
| <input type="checkbox"/> Award of contract | 01/24/2012 |
| <input type="checkbox"/> Start of Contract | 01/25/2012 |