



CHARLESTON COUNTY
HOUSING & REDEVELOPMENT
AUTHORITY

PROPOSAL PACKAGE

REQUEST FOR PROPOSALS

FOR

HR Consultant

CCHRA # 18-101
PROPOSAL DUE DATE
May 1, 2018

CHARLESTON COUNTY HOUSING & REDEVELOPMENT AUTHORITY
2106 MT PLEASANT STREET, CHARLESTON, SC 29403

PURCHASING DEPARTMENT
MARK STRICKLAND, PROCUREMENT ADMINISTRATOR
PHONE: (843) 628-6235 EMAIL: MSTRICKLAND@CCHRA.NET

Table of Contents

RFP – HR Consultant

CCHRA# 18-101

<u>DESCRIPTION</u>	<u>PAGE NUMBER</u>
COVER SHEET	1
CONTENTS	2
REQUEST FOR PROPOSALS	3
DESCRIPTION OF ENTITY	4
INTENT	4
SCOPE OF WORK DESIRED	5
SPECIAL INSTRUCTIONS TO OFFERORS FOR THIS PROPOSAL	7
PROPOSAL PREPARATION OUTLINE	8
CCHRA and HUD NOTICES AND FORMS	10
EVALUATION PROCESS AND FACTORS	11
TECHNICAL EVALUATION CRITERIA	12
GENERAL AND SUPPLEMENTARY CONDITIONS	13

REQUEST FOR PROPOSALS

HR Consultant

Job Number: 18-101

Charleston County Housing & Redevelopment Authority (CCHRA) will receive Proposals for HR Consultant. Proposals will be accepted until 4:00 p.m. local time on May 1, 2018 at Charleston County Housing & Redevelopment Authority, 2106 Mt Pleasant Street, Charleston South Carolina 29403. Late proposals will be rejected as not meeting the requirements of this Request for Proposals. Inquiries may be directed to Mark Strickland by phone (843) 628-6235 or email mstrickland@cchra.net

The evaluation factors used to evaluate this RFP are specified in Section VI on page 12.

In accordance with federal law, contracts for work under this proposal will obligate the contractor and subcontractors not to discriminate in employment practices as mandated by the Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968. Minority and women owned businesses are encouraged to respond.

The Housing Authority reserves the right to wave irregularities and to reject any and all proposals, or to re-advertise for proposals.

Description of Entity

Requester's Address and Recipient of Proposals

The requester is:

Procurement Administrator
Charleston County Housing & Redevelopment Authority
2106 Mt Pleasant Street
Charleston, SC 29403

Questions concerning the proposal should be directed to:

Mark Strickland, Procurement Administrator
Charleston County Housing & Redevelopment Authority
2106 Mt Pleasant Street
Charleston, SC 29403
(843) 628-6235
Email: mstrickland@cchra.net

On the Public Housing side, Charleston County Housing & Redevelopment Authority manages 399 apartment and housing units for low income, elderly, and disabled citizens in Charleston, Dorchester, and Berkeley counties. The Section 8 office manages 1,032 tenants. There are a total of 20 employees, 16 hourly and 4 salaried, who work within the Authority.

The primary goal of the Housing Authority is to provide decent, safe, and sanitary housing for families that cannot afford standard private housing. The Housing Authority's programs are administered at the local level, in accordance with state law.

Section I. Intent

Charleston County Housing & Redevelopment Authority is requesting proposals from qualified organizations for a Human Resources Consultant Firm. The firm must be familiar with the management structure of Public Housing Authorities and capable of developing policies, programs and practices to ensure compliance with federal and state laws.

Section II. Scope of Work Desired

The Housing Authority is seeking a proposer who is highly skilled and fully knowledgeable in the human resource field, and can **provide general human resources support and consultation to management and staff** such as those in the following areas.

A. Evaluation of current practices to ensure compliance with federal, state and local laws, standards and regulations.

B. Hiring, on-boarding, promotion, demotion, performance improvement, and separation of employees and appropriate documentation of the same.

C. Ensure an appropriate job description exists for each job position and recommend revisions for each job description as needed for compliance with the FLSA and the Americans with Disabilities Act as well as other applicable laws and HUD regulations.

D. Create, manage and maintain employee records in accordance with applicable laws and HUD regulations.

E. Review and recommend revisions to personnel policies and employee handbook to ensure compliance with federal, state and local laws, standards and regulations.

F. Administration of leave policies and assist with planning for and documentation of communications with employees relating to leave.

G. Review of annual performance review process, including creating new or improved forms as necessary, recommendations for improvement and assist with documentation of performance review for employees whose performance is in need of improvement.

H. Review employee and manager complaints and recommend an appropriate response or process to respond to said complaint. Conduct investigations and prepare investigative reports necessary to inform management's response to employee and manager complaints.

I. Recommend strategies and actions to address employee performance deficiencies and other issues affecting the work environment. Recommend management options for corrective actions and assist with planning for and documentation of communications with employees about performance issues and negative impacts on the work environment.

J. Create, update and maintain records of all employment status changes as to each employee, such as new hire, leaves, demotions, promotions, terminations, and more.

K. Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors.

L. Regular communication to management of changes affecting employment laws or regulations.

M. Assistance with other tasks or needs as deemed necessary by the Housing Authority to improve employee performance, supervision or the work environment for employees.

Section III. Special Instructions to Offerors for this Proposal

This section describes the form and/or content of the Offerors' proposals when they respond to this RFP. Offerors are asked to restrict their proposal to fifty (50) pages. This applies to the proposal itself; attachments such as resumes are not included in this proposal length restriction.

Respondents are asked to provide proposals that clearly state on the outside of the package:

PROCUREMENT DOCUMENT

Name of Firm:

Proposal for HR Consultant

Job# 18-101

Due: May 1, 2018 4:00 p.m. EST

Proposals must include a full description of all proposed services. If the Respondent is not proposing to provide all services as listed under the Scope of Services requested in this RFP, please be very specific as to which services are included and which are excluded. All assumptions concerning Charleston County Housing & Redevelopment Authority's (CCHRA's) involvement should be clearly stated. All exceptions to the RFP should be noted in the cover letter. Unique services should be clearly defined. The assumption should be made by all Respondents that their original Proposal will be their only opportunity to present their services and qualifications, and therefore should be as comprehensive as possible within the proposal length restrictions. It is the PHA's intent to make this RFP part of the contract for services.

The Respondent shall provide one (1) original and two (2) bound copies to:

Mark Strickland, Procurement Administrator
Charleston County Housing & Redevelopment Authority
2106 Mt. Pleasant Street
Charleston, SC 29403

Section IV. Proposal Preparation Outline

Respondent's standard proposal formats are acceptable, provided the following information is included:

1. Company Profile

- A. The firm name and business address.
- B. A brief synopsis of the general capabilities and strengths of the firm.
- C. A brief overview of the firm's history, including the number of years in business, ownership structure, previous name of business, if any.
- D. List and describe any joint venture, teaming, subcontracting arrangement, or involvement of other firms in the proposed work.
- E. Submit a list of and describe any lawsuits filed against the firm during the preceding five (5) years in conjunction with the type of services requested herein.
- F. Any additional information regarding your firm's experience and capabilities that you feel would be important.
- G. Include five (5) references, including contact person, company name, phone number, and address on similar installation contracts.
- H. Submit documentation on the firm's professional liability insurance and disclose any applicable deductible amount.

2. Organization, Support and Experience

- A. Organization chart and assignment of responsibilities for key staff.
- B. Key personnel listing, by labor category, location of staff, and resumes.
- C. Resumes for all staff proposed for providing services under this contract.
- D. Detailed statement of background/experience of firm in providing similar services for Public Housing Authority clients.
- E. Provide a complete firm employment profile.
- F. Provide a statement describing the firm's present and projected workload, staffing and ability to provide prompt quality accounting services.
- G. Without breaching client confidentiality, provide a statement indicating whether any clients are currently involved or anticipate being involved in litigation with any CCHRA Board or staff members.
- H. Without breaching client confidentiality, provide a description of any existing, potential or probable conflict of interest, which exists or that may arise for the firm during the agreement period.

3. Technical Proposal

- A. Offeror approach – a detailed narrative of the firm(s) approach to providing the required services.
- B. Explain the firm’s understanding of CCHRA’s purpose and scope of this project.
- C. Provide a detailed explanation of cost saving measures to be taken to ensure cost efficiencies for CCHRA.

4. Price/Cost Proposal

- A. Provide the firm’s suggested methods and amounts of compensation. Include the hourly billing rate for all personnel that will provide services during the agreement term.
- B. Each proposal shall contain a statement of the minimum compensation for which the firm is willing to render services to CCHRA, including the amounts and/or methods of calculation. CCHRA is interested in proposals that will provide top quality service at competitive rates.
- C. Each proposal should offer at least two methods of determining fees for services rendered: 1) based on hourly rates and 2) fixed firm price per service. Other methods or variations in determining compensation are encouraged and will be considered. The PHA reserves the right, without qualification, to negotiate a fee structure with the selected firm.
- D. Include in the price proposal the smallest fraction hour delineation for billing (1/12, 1/6, ¼, ½, etc.); retainer requirements, list all reimbursable expenses and charges for copies, telephone, fax and automobile mileage.
- E. Compensation that is based on hourly rates shall be billed monthly by property, grant or program and shall be based only on actual time spent, without multipliers, add-ons, “unit billing” or other variations that could or would result in payment for more than actual time spent.

5. Forms- CCHRA & HUD Notices and Forms

THE FOLLOWING NOTICES ARE PROVIDED FOR YOUR INFORMATION AND DO NOT NEED TO BE RETURNED WITH YOUR PROPOSAL:

- ◆ NOTICE EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS
- ◆ NOTICE SECTION 3 CLAUSE
- ◆ NOTICE HUD 4010 FEDERAL LABOR STANDARDS PROVISIONS

THE FOLLOWING FORMS **MUST** BE COMPLETED AND SUBMITTED WITH THE PROPOSAL DOCUMENTS. FAILURE TO COMPLETE AND SUBMIT ALL OF THE FORMS **MAY** RENDER THE PROPOSAL NON-RESPONSIVE AND SUBJECT TO DISQUALIFICATION

- ◆ FORM CCHRA OFFERORS INFORMATION
- ◆ FORM CCHRA SECTION 3 BUSINESS SELF-CERTIFICATION
- ◆ FORM CCHRA SECTION 3 COMPLIANCE REPORT
- ◆ FORM CCHRA SECTION 3 COMPLIANCE AFFIDAVIT
- ◆ FORM CCHRA NON-COLLUSIVE AFFIDAVIT
- ◆ FORM CCHRA CRIMINAL ACTIVITY CERTIFICATION
- ◆ FORM CCHRA SENSITIVE INFORMATION POLICY
- ◆ FORM ILLEGAL IMMIGRATION REFORM ACT PROCUREMENT CERTIFICATION

- ◆ FORM HUD 5369-B INSTRUCTIONS TO OFFERORS NON CONSTRUCTION
- ◆ FORM HUD 5369-C, Certifications and Representations of Offerors
- ◆ FORM HUD 5370-C I GENERAL CONDITIONS NON-CONSTRUCTION
- ◆ FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

Each of these forms **MUST** be completed and submitted with the Proposal. This list does not include other submittals that may be required (i.e. Product Data Sheets, Unit Prices, etc.) **Read the RFP documents fully and in great detail.** This checklist is only intended to aid potential Respondents in the preparation of their Proposals.

Section V. Evaluation Process & Factors

The following procedures will be followed for the evaluation of Proposals:

- All proposals will be evaluated individually on the qualifications and experience of the respondent. The evaluation will consist of a qualitative review of the proposal to determine how it meets the minimum requirements and the needs of the HA.
- Upon completion of the proposal evaluations for all respondents, the price proposals will be analyzed.
- PHA reserves the right to make award based solely on the proposals or to negotiate with one or more respondents.
- The proposals, which have a reasonable chance of being selected for award, will be considered in the "Competitive Range".
- CCHRA **may** request that respondents whose proposals are in the competitive range make oral presentations concerning their proposals to a CCHRA Evaluation Committee. A CCHRA representative will schedule the presentations (if necessary) on an individual basis.
- At the conclusion of negotiations, respondents **may** be given an opportunity to submit best and final offers before final determination.
- The contract for services will be awarded to the responsible respondent whose proposal is most advantageous to PHA with price and other factors considered. **Award will not necessarily be made to the respondent offering the lowest price.**
- PHA reserves the right to reject any or all proposals, or to re-advertise for proposals.

Section VI. Technical Evaluation Criteria

The below listed factors will be used to evaluate each proposal. The highest ranking proposal will be considered to be the best qualified.

FACTORS	MAXIMUM VALUE
Qualifications of entity and key personnel	20
Prior experience providing HR services to Public Housing Authorities and/or Non Profit Organizations	20
Price/Cost Proposal	25
Approach to providing the specified services under Scope of Work	20
References	5
Section 3 and Minority/Women Business Enterprise compliance regulations	10
TOTAL	100

Section VII. General & Supplementary Conditions

1. Offeror Inquiries and Responses

Inquiries to this RFP **must be submitted in writing** to:

Charleston County Housing & Redevelopment Authority
Attn: Procurement Administrator
2106 Mt. Pleasant Street
Charleston, SC 29403,

Email: mstrickland@cchra.net.

Inquiries must make reference to specific section numbers of this RFP and, where appropriate, paragraph numbers. Offeror questions and the answers to these questions will be communicated to all potential Offerors. The Authority must receive all inquiries in a reasonable time (**7 calendar days prior to the due date**) to allow responses to be communicated to all potential offerors.

2. Prior Information

Any information, which may have been released either verbally or in writing prior to the issuance of this RFP, will be disregarded.

3. Conformity with this RFP

The Offeror's proposal must provide a simple, straightforward presentation of its capability to satisfy the requirements of this RFP. The proposal must follow the format defined in Section 3 of this RFP. Proposals must be signed and received in completed form at CCHRA no later than the date and time specified in Section 3 of this RFP. Proposals received prior to the time of the deadline will be date and time stamped and securely kept, unopened. No proposal received after the Deadline for Proposals date and time will be accepted. The only exceptions are as outlined in Form HUD-5369-B, Section 6 (a).

4. Cost Guarantee

The Offeror must honor all prices quoted in its proposal for 60 days. Offerors should take care to include in their proposal all services referenced in their proposal. If fixed firm price is required, price offered shall be inclusive of all expenses, travel, lodging, overhead and profit.

5. Withdrawal of Proposals

The Offeror may withdraw its proposals by written request dispatched by the Offeror in time for delivery in the normal course of business prior to Deadline for Proposals date and time, provided that a signed written confirmation of any withdrawal is placed in the mail and postmarked prior

to that time. Negligence on the part of the Offeror in preparing its proposal confers no right of withdrawal or modification of its proposal after such proposal has been opened.

6. Acceptance of Proposals

The Authority reserves the right to accept or reject any or all proposals. The Authority reserves the right to reject the proposal of any Offeror who has previously failed to perform properly, or to complete on time, a contract of a similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors or employees.

If the Authority finds significant errors in the Offeror's proposal, or if the Offeror fails to conform to the essential requirements of the RFP, the Authority will reject the proposal. When an Offeror's proposal varies from what the RFP requested, the Authority and the Authority alone will determine whether the variance is significant enough to reject the proposal.

7. Exceptions to the RFP

The Offeror must clearly identify and explain any exceptions to the RFP, including the advantages and disadvantages to the Authority resulting from the exceptions.

8. Award of Contract

The Contract shall be awarded to the Offeror submitting the most responsible proposal, price and other factors considered, complying with the specifications contained herein, provided the proposal is in the best interest of the Authority to accept. The Authority is therefore not bound to accept a proposal on the basis of lowest quoted price alone. The Offeror to whom the award is made will be notified at the earliest practical date. Offerors who desire to receive a copy of the Statement of Award must include a self-addressed stamped envelope.

9. Contract and Contract Execution

Subsequent to the award, and within ten (10) days after the prescribed forms are presented to them for signature, the successful Offeror shall execute and deliver to the Authority a signed agreement. The proposal and Request for Proposal and any written correspondence will become part of the Contract and shall be incorporated therein by reference.

10. Affirmative Action

All Offerors submitting a proposal must submit a work force profile for women and minorities.

11. Proposal Preparation Costs

The Offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal. All supporting documentation and manuals submitted with this proposal will become the property of the Authority.

12. Appeals and Remedies

It is CCHRA's policy to handle disputes promptly at the CCHRA level. CCHRA's Appeals and Remedies procedure is listed in CCHRA's Procurement Policy Section 15. Any protest resolution will follow procedures in CCHRA's Policy Section 15 and will be in compliance with 24 CFR 85.36(b)(12) and HUD Handbook 7460.8 REV-1.

13. Third Party Claims

The Authority shall be held harmless from any third party legal claims. The PHA will contract only with the Contractor. Any sub-contractor employed by the Contractor will be the responsibility of the Contractor.

14. Proof of Insurance

The Offeror shall submit as part of its offer written evidence that it maintains:

Workers Compensation (statutory)
Comprehensive General Liability
Auto Liability (including owned, hired or used)
Professional Liability

Said insurance shall be written by an insurer holding a current certificate of authority pursuant to South Carolina Statutes. The certificate shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until fifteen (15) days after receipt of written notice by the PHA.