

COUNTY OF COLE – MISSOURI



REQUEST FOR QUALIFICATIONS 2019-PS01: HUMAN RESOURCES CONSULTING SERVICES

RESPONSES SHALL BE ACCEPTED THROUGH

FRIDAY, APRIL 19, 2019 AT 4:30 p.m. CENTRAL

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name (If Applicable)

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

COLE COUNTY COMMISSION

PURCHASING

311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65101

1.0 INTRODUCTION

- 1.1 NOTICE.** Notice is hereby given that the County of Cole (hereinafter “County”) is accepting responses from qualified businesses or professionals that are highly skilled and fully knowledgeable in the human resources field and have experience with government organizations to (1) perform a thorough review and revision of its personnel policy handbook, to (2) develop new and review existing job descriptions, revising as needed, and to (3) provide general human resources support on an as needed, if needed basis.

This Request for Qualifications (RFQ) provides interested parties with information needed to formalize their interest in providing the consulting services contemplated herein. This process is intended to identify potential consultants with which the County may, at its sole discretion, choose to enter into an agreement. It is expressly understood and agreed that the County is not required or obligated to enter into an agreement with any respondent. All negotiations are subject to consideration and discretionary approval by the Cole County Commission.

- 1.2 GENERAL INSTRUCTIONS.** Before submitting qualifications, each potential respondent is to familiarize itself with this document in its entirety as well as all laws, regulations and other factors potentially affecting its performance.
- 1.3 CONTACT INFORMATION.** Written questions for clarification concerning this opportunity should be directed to:

Jennifer Prenger
jprenger@colecouny.org

- 1.4 INSTRUCTIONS.** The County will accept responses through **4:30 pm Central on April 19, 2019.**

Submissions received in response to this RFQ may be delivered electronically to jprenger@colecouny.org or may be delivered in a sealed envelope and addressed as follows:

Cole County Commission Office
Human Resources Consulting Services
311 East High Street, Room 200
Jefferson City, MO 65101

- 1.5 ESTIMATED TIMELINE.**

DATE	EVENT
March 17, 2019	Issuance of RFQ
April 12, 2019	Responses to all questions received posted at www.colecouny.org
April 19, 2019	Responses due at or before 4:30pm Central
Late April, 2019	Interviews (if required)
May 7, 2019	Agreement start date (estimated)
December 1, 2019	Personnel policy handbook & job descriptions due

1.6 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.0 SCOPE OF WORK.

2.1 **PERSONNEL POLICY HANDBOOK REVIEW & REVISION.** The County's current personnel policy handbook is available [here](#). The scope of work outlined below details the County's general expectations; respondents may offer alternative or additional efforts for this project as deemed appropriate. The County's intent is for the consultant to review the current personnel policy handbook and:

- Identify which policies are required by Federal and State law;
- Make specific recommendations to simplify the policies and ensure they are consistent and flexible while protecting the County from liability;
- Make specific recommendations on which policies present conflicting information and offer resolution;
- Compare the current personnel policy handbook to best practices found in other Missouri municipalities and provide recommendations for improvement.

2.1.1 **ANTICIPATED DELIVERABLES.** The initial concept of deliverables is outlined below. These points will be discussed in detail with the selected consultant to incorporate into the accepted approach.

- Consultant will meet with designated County staff to review project planning, coordination, and the current personnel policy handbook in order to clarify issues, concerns, desired outcomes and any other expectations. It is anticipated that the consultant will need to keep regular contact with County staff during the course of this project to receive direction and input.
- Consultant will prepare a draft written report describing the personnel policy handbook review process, methodology, findings, and recommendations.
- Consultant will prepare a draft update of the current personnel policy handbook to reflect best practices and recommended policies and to ensure legal compliance with current legislation. Consultant will make every reasonable effort to streamline the personnel policy handbook so that it is an easy-to-use guide for both County employees and management while ensuring the necessary professional outcomes and appropriate policy language are present to provide a best practice product that also protects the County from employee practices liability.
- Consultant will review the draft update with designated County staff for feedback.
- Consultant will prepare a final personnel policy handbook incorporating revisions resulting from such review.
- Consultant will develop a summary of key changes to accompany the updated handbook to aid with communicating changes to elected officials and department heads.

- Consultant will provide all deliverables in electronic format, suitable for ongoing customization and revision, to the County which may request ongoing support.

2.2 **JOB DESCRIPTIONS.** The County requires review of existing job descriptions and revisions as needed. Additionally, the Consultant will develop new job descriptions and conduct an analysis study for each specified job as it relates to specific skills as necessary.

2.3 **GENERAL HUMAN RESOURCES SUPPORT.** The County seeks ongoing human resources support on an as needed, if needed basis to include, but not be limited to:

- Employee relations;
- Compliance with federal, state and local laws and regulations related to employment and conflict;
- Compliance with internal policies and procedures;
- Consulting with an experienced HR attorney as needed with pass-through costs to the County.

3.0 EVALUATION AND PROPOSAL REQUIREMENTS.

3.1 **EVALUATION.** Evaluation and selection will be based on the information submitted, references, any interviews or presentations that take place, and any other pertinent factors as may arise or be determined.

3.2 **SUBMISSION FORMAT.** Qualified parties can formalize their interest in this opportunity by submitting a response outlining their qualifications and experience which shall strictly adhere to the following format:

3.2.1 **COVER LETTER.** Respondents should prepare a cover letter, signed by an individual or company representative authorized to bind the individual or company contractually, identifying which portion or portions of the work for which they would like to be considered.

3.2.2 **PROFILE AND QUALIFICATIONS.**

A. **STAFFING.** Identify the staff who will work on the personnel policy handbook revision, the job descriptions, and the general human resources support as applicable. Indicate the function that each person will perform and provide a brief professional background.

B. **EXPERIENCE AND REFERENCES.** Describe pertinent experience for the identified individual(s), preferably for government entities, including organizations for which work was performed, a work description and contact information including a telephone number and email address.

3.2.3 **APPROACH.** Submit a general work plan and a general project schedule for the personnel policy handbook revision and work descriptions (if applicable). Describe what the County's role will be in these processes.

3.2.4 **AVAILABILITY.** State respondent's availability for general human resources support (if applicable) Monday through Friday from 8:00 a.m. to 4:30 p.m. Central and after hours.