

City of Sebastopol Human Resource Services Request for Proposals



1. BACKGROUND

The City of Sebastopol (City) requests proposals from qualified professional firms to provide a comprehensive, precise, human resources management program to enable skilled methods of operation for all staff.

2. SCOPE OF SERVICES

Proposals are invited from qualified firms with governmental experience to provide human resources services to the City organization. Services required include, but are not limited to, the following:

- Full service disability management
- Job description updates
- Hiring assistance/recruitment
- Employee policies and handbook Updates
- Performance review process
- Employee grievances
- Exit interviews
- Team building

The contract will be for a period of three to five years with an option to renew for an additional 3 years with satisfactory performance, at agreed upon rates.

3. 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
- 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
- Any other information that would help the review team to better understand your proposed offering

4. PROPOSAL SUBMISSION

One (1) electronic copy of the proposal titled “Human Resource Services” shall be submitted via email to cvazquez@cityofsebastopol.org or send a flash drive in a sealed envelope prior to 4:00 noon PST on Thursday February 9, 2023 to:

City of Sebastopol
Attn: Carrie Vazquez
7120 Bodega Ave
Sebastopol, CA 95472

By submitting a proposal, the proponent grants permission to the City of Sebastopol to distribute, copy, print or translate their proposal for the purposes of evaluating it.

5. 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%

6. DISCLAIMER

Late or faxed proposals will not be accepted. The City of Sebastopol 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.

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

- 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 Proponent, nor to disclose the nature of any proposals received

Questions on the request for proposals can be addressed to Ana Kwong, Administrative Services Director, at (707) 824-4879 or via email at akwong@cityofsebastopol.org