

ESCAMBIA COUNTY FLORIDA

REQUEST FOR PROPOSALS

Human Resources Administration Services Competitive Sourcing

Specification Number PD 07-08.066

The following schedule will be adhered to, except as formally announced by addendum to the solicitation:

- **Monday, March 31, 2008, 2:00 p.m. CDT** – Phase I, sealed qualifications due (fax or email accepted)
- **Friday, April 4, 2008** – Phase II, proposal matrix provided to qualified firms
- **Friday, April 25, 2008, 2:00 p.m. CDT** – Phase II, sealed proposals due
- **Week of April 28th** – Presentations made before selection committee (specific dates and times to be established)

**Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591**

Board of County Commissioners
Mike Whitehead, Chairman
Gene Valentino, Vice Chairman
Grover Robinson IV
Kevin W. White
Marie Young

From:
Claudia Simmons
Purchasing Manager

All requests for assistance should be made in writing when possible. Responses will be provided to all known submitters in writing. No verbal responses will be provided.

Assistance:

Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM
Purchasing Coordinator
Office of Purchasing
Matt Langley Bell III Building
213 Palafox Place
2nd Floor, Room 11.101
Pensacola, FL 32502
T: 850.595.4918
F: 850.595.4805
e-mail: paul_nobles@co.escambia.fl.us

NOTICE

It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.

SPECIAL ACCOMMODATIONS:

Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).

Escambia County Florida
Request For Proposal
Proposer's Checklist
Human Resources Administration Services Competitive Sourcing
Specification PD 07-08.066

How To Submit Your Proposal

Please review this document carefully. Offers that are accepted by the county are binding contracts. Incomplete proposals are not acceptable. All documents and submittals must be received by the office of purchasing on or before date and hour specified for receipt. Late proposals will be returned unopened.

- **Monday, March 31, 2008, 2:00 p.m. CDT** – Phase I, sealed qualifications due
 - Fax or email accepted
 - If mailed or hand delivered, four (4) copies of your firms qualifications should be provided
- **Friday, April 4, 2008** – Phase II, proposal matrix provided to firms deemed qualified by the selection/negotiation committee
- **Friday, April 25, 2008, 2:00 p.m. CDT** – Phase II, sealed proposals due
 - Final proposals shall be sealed
 - Four (4) copies of your firms qualifications shall be provided
- **Week of April 28th** – Presentations made before selection committee (specific dates and times to be established)

Before You Submit, Have You:

- Placed your submittal with all required items in a sealed envelope or package clearly marked with specification number, project name, name of proposer, and due date and time of proposal receipt?

How To Submit A No Proposal

If you do not wish to propose at this time, please respond to the Office of Purchasing providing your firm's name, address, a signature, and a reason for not responding in a sealed envelope. This will ensure your firm's active status in our vendor's list.

This form is only for your convenience to assist in filling out your proposal. Do not return with your proposal.

I. INFORMATION PACKAGE

Escambia County, Florida Board of County Commissioners is seeking the services of firms to provide Human Resources Administrative Services for the County's regular, full-time employees including managerial, exempt, non-exempt, and Classified Service (i.e. "Merit System" rights) employees in accordance with Federal Laws, Florida State Statutes, Escambia County Code of Ordinance and the Board of County Commissioners' Policies and Procedures.

II. INSTRUCTIONS TO SUBMITTERS

Firms desiring to provide described services shall submit their Phase I qualifications on or before **Monday, March 31, 2008, 2:00 p.m. CDT.**

- o Fax or email accepted
- o If mailed or hand delivered, four (4) copies of your firms qualifications should be provided

Submittals delivered late shall not be accepted or considered. No exceptions will be made. The County at its discretion may reject responses that are substantially incomplete or lack key information. The selection of the short listed firms will be based on the information provided in the submittal.

Information submitted with your qualification submission should include documentation to demonstrate your firm's qualifications and abilities to provide the Human Resources Administrative Services. The submittal should include sufficient information to permit a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the your firm's capabilities.

A committee will review the information submitted. Those firms deemed to be qualified, shall receive Phase II Proposal Matrix via email on **Friday, April 4, 2008.**

On or before **Friday, April 25, 2008, 2:00 p.m. CDT,** Phase II, sealed proposals are due.

On-site presentations and interviews will be requested the **Week of April 28th** (specific dates and times to be established).

All prospective submitters are hereby cautioned not to contact any Board member of Escambia County or any member of the Selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts shall be channeled through the Purchasing Office. Failure to comply with these procedures will be cause for disqualification of your firm.

III. QUALIFICATION RESPONSE

In order to access your firm's qualifications to provide Human Resources Administrative Services, please provide responses to the following.

A. Point of Contact - Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address that Escambia County may contact for additional information

B. Resumes of Key Personnel

Complete this section for each key person who will participate

1. Name
2. Years Experience
 - a) Total years of relevant experience
 - b) Years with firm
3. Education - Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
4. Current Professional Registration

C. Describe the services your firm provides?

1. Provide a list of government clients. For each client indicated, provide the following information.
 - (1) Entity Name
 - (2) Name of Contact
 - (3) Phone Number
 - (4) Number of Employees
2. For the entities listed above indicate which of the following your firm provides.
 - a) Public sector Collective Bargaining (State of Florida) clients
 - (1) Name of the union
 - (2) Number of employee members
 - b) Temp to perm recruitment/placement program
 - c) Labor-relations expert
 - d) Civil Service Rules/Classified Employees.
 - e) Determining and applying Veterans' Preference in the employment process
 - f) Non-integrated multi-agency benefit package (indicate how many different pay systems and elected officials)
 - g) Managing the client's incentive award program.
 - h) Managing the client's multiple database systems, financial software, etc.
 - i) Managing the client's HR Intranet web site
 - j) Classification/Compensation and payroll administration

- D. Any additional information to represent your firm
- E. Provide your standard mark-up and breakdown of overhead and profit?

IV. **PHASE II – PROPOSAL MATRIX, PRESENTATIONS**

- **Friday, April 4, 2008** – Phase II, proposal matrix provided to firms deemed qualified by the selection/negotiation committee
- **Friday, April 25, 2008, 2:00 p.m. CDT** – Phase II, sealed proposals due
 - Final proposals shall be sealed
 - Four (4) copies of your firms qualifications shall be provided
- **Week of April 28th** – Presentations made before selection committee (specific dates and times to be established)