



# **REQUEST FOR PROPOSALS FOR PERSONNEL POLICY MANUAL**

**Proposals Due: 12:00 PM, September 24, 2021**

*Issued by the*

San Gabriel Valley Mosquito and Vector Control District  
1144 N. Azusa Canyon Rd.  
West Covina, CA 91790

September 27, 2021

## **1. INTRODUCTION**

**1.1. NOTICE** is hereby given that the San Gabriel Valley Mosquito and Vector Control District (District) is accepting Requests for Proposals (RFP) from human resources and legal professionals and qualified vendors experienced with special districts and municipal organizations to complete a comprehensive review in accordance with the below specified priority hierarchy list, and to revise in its entirety the District's current Personnel and Salary Resolution 92-11. As a part of this RFP, it is expected that existing personnel policies may be simplified, de-conflicted, updated, and rendered best practice, as requested by the District administrative staff and members of the Board of Trustees. It is also expected that training to all supervisors on interpreting and implementing the updated personnel policies will be included to ensure that there is a shared understanding and consistency throughout the organization.

This RFP provides interested respondents with information to prepare and submit a proposal for consideration by the District regarding its professional services to review and revise the District Personnel Policy Manual consistent with human resources policy best practices. This RFP process is intended to identify potential contractors with which the District may, in its sole discretion, choose to enter into an agreement for the proposed consulting services. It is expressly understood and agreed that the submission of a proposal does not require or obligate the District to pursue an agreement with any respondent. All negotiations are subject to the consideration and discretionary approval of the District, which may, at its sole discretion, accept or reject any and/or all proposals and agreements.

The San Gabriel Valley Mosquito and Vector Control District reserves the right to reject, without cause, any and all proposals, to waive any informality relative to proposals, and accept any proposal from any person deemed advantageous to the District.

## **2. PROPOSALS REQUESTED**

The District solicits proposals from qualified professionals, firms, and/or entities ("respondent") to provide human resources and legal consultation services to revise in its entirety the current Personnel and Salary Resolution 92-11 for the purpose of described below. All respondents with competitive rates and qualified experience in the services described are encouraged to apply.

## **3. BACKGROUND**

The District is tasked with protecting public health in performing mosquito control and vector surveillance in the San Gabriel Valley. (See [www.sgvmosquito.org](http://www.sgvmosquito.org) for more information about the District)

#### **4. SCOPE OF WORK**

The District is seeking to work with a respondent's team of professionals with experience in municipal and/or Special District personnel administration in California. The scope of work outlined below should not be viewed as rigid and the respondent is encouraged to offer alternative or additional efforts for this project where they believe appropriate.

The District's intent is for the consultant to review the current Personnel Policy Manual and:

- a. Identify which policies are required by Federal and State law.
- b. Make specific recommendations to simplify the policies and ensure they are consistent and flexible while protecting the District from liability.
- c. Make specific recommendations on which policies present conflicting information.
- d. Compare the current Personnel Policy Manual to best practices found in other California municipalities and special districts to provide recommendations for improvement. As part of this review and revise project all current policies will be considered for amendment or replacement including but not limited to:
  - a. General Regulations
  - b. Recruitments, Selection and Appointment
  - c. Reasonable Accommodation, Interactive Process
  - d. Positions and Class Specifications
  - e. Harassment and Discrimination
  - f. For Cause/At Will Employment Designation
  - g. Pay Practices
  - h. Leave Provisions
  - i. Separation from Employment
  - j. Work Schedules & Alternative Work Policy
  - k. Drug & Alcohol Policy (Drug-free Workplace and Alcohol/Controlled Substance Policy)
  - l. Promotion and Disciplinary Policies
  - m. Rules of Conduct and Appearance
  - n. Driver Eligibility and Vehicle Use
  - o. Technology Use and Privilege
- e. Once completed, provide training of new Personnel Policy Manual to supervisors

#### **5. ANTICIPATED DELIVERABLES**

a) Selected consultant will meet with District administrative and human resources staff to review the current Personnel and Salary Resolution 92-11 to be updated and studied, conduct project planning, coordination, and, to clarify Scope of Services, issues, concerns, desired outcomes, and defined expectations. It is anticipated that the consultant will need to meet with District staff on a regular basis during the course of the project to review interim work products and to receive direction and input from the District Manager, human resources, the District legal counsel, and others in the District management team.

- b) Consultant will obtain all pertinent District documents, such as current Personnel and Salary Resolution 92-11, and other documents as required to fulfill agreement.
- c) Consultant will prepare a draft written report describing the Personnel Policy Manual review process, methodology, findings, and recommendations to the Board of Trustees.
- d) Consultant will prepare a draft revision of the current Personnel and Salary Resolution 92-11 to reflect best practices and recommended policies to ensure legal compliance with current regulation, legislation, and best practices. Consultant shall make every reasonable effort to streamline the resulting Personnel Policy Manual so that it is an easy-to-use guide for both District 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 District from employee practices liability.
- e) Consultant will review the draft Personnel Policy Manual with human resources staff, District legal counsel, and others in the District management team.
- f) Consultant will prepare a final Personnel Policy Manual incorporating revisions resulting from such review.
- g) Consultant will provide training of management and supervisors on the new Personnel Policy Manual. Consultant will develop a summary of key changes to accompany the new Personnel Policy Manual to aid in effective communication of policy changes.
- h) Consultant will provide all deliverables in electronic format suitable for ongoing customization and revision, as from time to time requested or directed by the District.

## **6. PROPOSAL REQUIREMENTS**

### **6.1. General Instructions**

Before submitting a proposal, each respondent shall familiarize itself with the entire RFP, including the Scope of Work, Anticipated Deliverables, and all laws, regulations and other factors affecting the respondent's performance.

The respondent is responsible for fully understanding the requirements and shall otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of agreement requirements. The submission of a proposal will constitute a representation of compliance by the respondent. There will be no subsequent financial adjustment for lack of such familiarization.

### **6.2. Submitting the Proposal**

Interested and qualified respondents are requested to submit three copies of a written proposal no later than 12:00 p.m. on September 24, 2021. It is the respondent's responsibility to ensure that proposals are submitted and received in a timely manner. The submittal materials shall provide the following information:

- 1) Respondent name, address, telephone number and website, and principal contact name, telephone number and e-mail address.
- 2) Statement of the respondent's qualifications to perform the requested services.
- 3) Name of the principal staff person(s) who will be primarily responsible for providing services to the District and their resume and qualifications.
- 4) Explanation of the respondent's experience in providing the requested services. Include the client, type of work, project start and completion dates, project name, and project size.
- 5) List of client references, including name, address, telephone number and e-mail address, along with a brief description of the services provided to the client, and dates of service.
- 6) Description of the respondent's proposed fees, costs and charges, including an explanation of what services will be provided on an hourly rate, flat rate, fixed retainer or other basis. Explain how often the District will be invoiced for services. Explain what costs would be charged to the District and the respondent's policy for billing fees and any costs relating to travel.
- 7) Description of the respondent's general liability, automobile liability and professional liability insurance coverages. The successful firm will need to provide proof of insurance satisfactory to the District.

Proposals shall be addressed and delivered to:  
San Gabriel Valley Mosquito and Vector Control District  
1144 N. Azusa Canyon Rd.  
West Covina, CA 91790  
Attn: Jared Dever, District Manager ([jdever@sgvmosquito.org](mailto:jdever@sgvmosquito.org))

Questions regarding this request for proposals may be directed to Jared Dever, District Manager, via email to [jdever@sgvmosquito.org](mailto:jdever@sgvmosquito.org)

## 7. INCURRING COSTS

The District is not liable for any cost, fee, or expense incurred by any of the respondents in replying to this RFP, whether selected or not. Each responding consultant shall protect, defend, indemnify, and hold harmless the District from any and all liability, claims, and expenses whatsoever incurred by, or on behalf of the entity participating in the preparation of its response to this RFP. Such non-reimbursable, fees, and expenses include, but are not limited to, each of the following:

- a) Preparing the proposal and related information in response to this RFP.
- b) Negotiations with the District on any matter related to this procurement.
- c) Costs associated with interviews, meetings, travel, or presentations.
- d) All other expenses incurred by responding consultant prior to the date of award and a formal notice to proceed.

## **8. WITHDRAWAL OF SUBMITTALS**

Respondent may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be timely received by the District Manager. The notice must be signed by an authorized representative of the respondent.

## **9. NON-DISCRIMINATION CLAUSE**

Respondents must affirm that they do not discriminate against any individual because of race, religion, sex, color, age, handicap, or national religion and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

## **10. EVALUATION AND SELECTION CRITERIA AND PROCESS**

The District will review all submitted proposals and evaluate them against the following selection criteria: demonstrated positive experience performing the requested services; capability to perform the services, demonstrated qualifications and resources to competently and timely perform the work; firm and principal staff reputation in the community; quality of references; location of the firm's nearest office that would service the work; and, proposal price and fees.

The District will schedule interviews with selected firms based on the written submittal materials. Interviews may be conducted in person or via phone or internet.

Proposals will be reviewed and considered by members of the District Board of Trustees, based on a recommendation from District staff. Contract award, if any, will be on the basis of the selection criteria set forth above. Proposal price alone will not be the determinative criterion. If the Board decides to proceed with retaining the services of a respondent, the District will enter into contract negotiations with the selected consultant. The selected consultant will be expected to begin work without delay.

## **11. GENERAL CONDITIONS AND REQUIREMENTS**

(a) The District reserves the right to conduct contract negotiations with any consultant (whether or not it has submitted a proposal), to verify the information in any proposal, to waive any informality in the process, to alter the selection process in any way, to request additional information or clarifications, to allow corrections of errors or omissions, to revise the scope of services and work, to extend the deadline for submission, to withdraw this request for proposals at any time without prior notice, to reject any and all proposals, and to decide whether or not to contract with any consultant.

(b) The District makes no representation that any contract will be awarded to any consultant responding to this request. Nothing in this request for proposals shall be construed to obligate the District to negotiate or enter into a contract with any particular firm. This request for proposals is not an offer to contract.

(d) All submitted proposals shall become the property of the District. The District shall have the right to copy, publicly review and discuss, retain and dispose of each proposal. All responses received by the District will be considered public records subject to disclosure under the California Public Records Act.

(e) Proposals may be submitted in print, or electronically as a PDF. Please be succinct. Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to the request for proposals requirements are not desired. Proposals generally should not exceed 25 pages.

## 8. GENERAL TERMS AND CONDITIONS

**8.1. Licensing Requirements:** Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proposer.

**8.2. Insurance Requirements:** Respondent, at respondent's sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance requirements of the District.

All policies, endorsements, and certificates shall be subject to approval by the District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the District Manager. Respondent agrees to provide District with a copy of said policies, certificates, and/or endorsements.

Proof of insurance coverage shall be provided as part of the proposal. Upon award of the contract the District shall be named as an additional insured by separate endorsement. All insurance coverage shall be provided by a carrier authorized to transact business in California and shall be primary.

## 9. SELECTION PROCESS AND TIME FRAME

The tentative schedule for selection of a consultant to perform the work is as follows:

<b>ACTION ITEM</b>	<b>DATE(S)</b>
Issue Request for Proposals	August 23, 2021
Deadline for Proposal Submissions	September 24, 2021
Conduct Oral Interviews	TBD
Consultant Recommendation and Approval by Board of Trustees	TBD
Execute Contract and Notice to Proceed	TBD