



REQUEST FOR PROPOSAL **Human Resource Contract**

Mountain View County - Didsbury, Alberta

1. Introduction

Mountain View County is seeking proposals from either individuals, or firms that are experienced and qualified in Human Resource matters to provide assistance with Human Resource Services to the County. The successful proponent will be knowledgeable and experienced in the Alberta Employment Standards, employee case management and coordination of training and development plans.

This Request for Proposal (RFP) provides specifications and requirements for prospective applicants to complete a proposal including cost for completion. Proposals must be submitted no later than **4:00 p.m. on April 18, 2019.**

2. Site Location

Mountain View County was established January 1, 1961 as a County operating within the Province of Alberta. Agriculture is the backbone of the County's landscape and culture. With over 1,800 farms and ranches located on 3,800 square kms of rich fertile soil and lush grazing land, agriculture is our proud heritage, and vital link to the future.

Population: 13,074

Number of Full Time Employees: 98

Number of Term Employees for summer projects: 35

Office Hours: Monday to Friday 8:00 am – 4:00 pm (7 hours per work day)

Postal address: PO Bag 100, Didsbury, Alberta, T0M 0W0

The Mountain View County Administrative Office is located at 1408 - TWP Road 320, Didsbury, Alberta
www.mountainviewcounty.com

3. Detailed Scope of Services

The County is seeking to enter into a short term service contract for delivery of Human Resource Services. The scope of services as outlined in this RFP is preliminary. The final scope of services is conditional on negotiating with the selected proponent and modified as needed, depending on operational efficiencies and conditions. The anticipated scope of the project includes the following:

- a) Research and coordinate individual staff training opportunities.
- b) Identify and arrange corporate wide training initiatives.
- c) Track and record training records for staff.
- d) Report on issues or situations where Human Resource Policy needs to be created or amended to ensure compliance with Alberta Employment Standards.
- e) Employee recruitment as required to fill job vacancies.
- f) Coordinate annual performance evaluation process.
- g) Maintain organizational compliance with Provincial and Federal laws and regulations relating to employment matters.

- h) Provide support to the Management Team with regards to day to day human resource issues such as discipline, performance, and absenteeism.

4. Reporting

- a) The Consultant shall report to the Chief Administrative Officer (CAO) and meet with the Chief Administrative Officer weekly to discuss and report on the implementation of services.

5. Freedom of Information and Protection of Privacy Act (FOIPP)

- a) Compliance with FOIPP:
 - (i) the Consultant may be required to enter into an agreement regarding the access to Mountain View County records in compliance with FOIPP if required.
 - (ii) Confidentiality and protection of personal information is an essential requirement.

6. Schedule and Resources

- a) The preferred Consultant will be available to work from the County office Tuesday -Thursday and be available through telephone and or E-mail on Mondays and Fridays. (21 hours onsite per week preferred, but open to alternative proposals.)
- b) The County requires the successful Consultant to provide coverage from May 1 through September 27, 2019, with the possibility of extending the term month to month thereafter.
- c) Mountain View County will only provide the following resources at no cost to the Consultant:
 - (i) Private Office Space
 - (ii) Computer
 - (iii) Office Telephone

7. Submittal Requirements

- a) All interested and qualified Consultants are invited to submit a proposal for consideration. Submission of a proposal indicates that the Consultant has read and understands this entire Request for Proposal (RFP), including all attachments and all concerns regarding this RFP.
- b) Proposals must be submitted in the format described. Proposals are to be prepared in such a way as to provide a straightforward concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals must be complete in all aspects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted will become the property of Mountain View County.
- c) Hand carried proposals may be delivered to Mountain View County Administrative Office located at 1408 - TWP Road 320, Didsbury, Alberta, Monday through Friday excluding holidays observed by Mountain View County. Consultants are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.
- d) Proposal Presentation
 - (i) All proposals must be submitted either electronically or on 8 ½" x 11" paper, neatly typed, with no less than ½" top, bottom, left, and right margins and single spaced. Typeface must be no more than 12 characters per inch. Each page, including exhibits and attachments, must be clearly and consecutively numbered at the bottom of each page.

- (ii) The proposal must be received by the deadline. The original and any copies must be in a sealed envelope or container stating on the outside: Consultants Name, Address, Telephone Number, Proposal Due Date, and the text “**Confidential - RFP For Human Resource Services.**”
- e) Proposal Content
- (i) Cover Page. Submit RFP coversheet on letterhead stationary, signed by a duly authorized officer, employee, or agent of the person/organization/firm submitting the proposals that must include the following information:
 - 1. A statement that the proposal is submitted in response to the Request for Proposal for Human Resource Services.
 - 2. A statement indicating which individuals, by name, title, address and phone number, are authorized to enter into a contract, and negotiate the terms thereof, with Mountain View County on behalf of the organization/firm.
 - 3. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
 - (ii) State whether the firm can provide all of the services listed in the Scope of Services. As best as possible describe the approach and experience that the firm will use to carry out the Scope of Services.
 - (iii) Statement of Qualification. Include the following in this section of the proposal:
 - 1. General description of your firm, including size and length of time in business.
 - 2. A summary of your firm’s background and specific proven experience on similar projects.
 - 3. Location of offices providing services to Mountain View County.
 - 4. List of municipal experience that make your firm qualified for the scope of work in this RFP. Show a general description of experience and the organization for which they were undertaken, and dates completed.
 - 5. Types of projects in which your firm has expertise; demonstrating expertise in governance and Policy review.
 - 6. Any qualifications not previously described that make your firm unique and suitable to provide Human Resource Services to Mountain View County.
 - (iv) Provide résumés of all key personnel who are proposed to be involved in this project, including descriptions of roles, work location, education/certificates, and experience in the area of municipal government.
 - (v) Provide not less than three (3) reference contacts from other clients, three (3) of which should be a public agency with whom you now work with or have worked within the last three (3) years and have established a contract on a project of a similar nature. Provide the agency/client name, contact name, address, phone number, project name and dates of service provided.
 - (vi) Indicate that you have no outstanding or pending complaints as determined by the Better Business Bureau and are in good standing with a professional association such as the Chartered Professional in Human Resources (CPHR)
 - (vii) Statement of Good Faith. Include the following in this section of the proposal:
 - 1. A statement that the offer made in this proposal is firm and binding for sixty (60) days from the date the proposal is opened and recorded.
 - 2. A statement that all aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Consultant or competitor for the purpose of restricting the competition.
 - 3. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle Mountain View County to pursue any remedy by law.

4. A statement that the Consultant agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.
 5. A statement that the Consultant, if selected, will comply with all applicable contract requirements, rules, laws and regulations.
 6. A statement that the Consultant agrees to respond to any reasonable inquiry made by Mountain View County for the purpose of clarifying any of the information contained in a Consultant's proposal. The submission of a proposal constitutes permission by the Consultant for Mountain View County to verify all information contained therein. If Mountain View County deems it necessary, additional information may be requested from the Consultant. Failure to comply with any such request may disqualify a Consultant from further consideration. Such additional information may include evidence of financial ability to perform.
 7. A statement that the Consultant does not have any commitment or potential commitments which may impact the Consultant's ability to perform the contract.
 8. A statement that the consulting firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the service contemplated by the agreement with Mountain View County. No person having such interest shall be employed or associated with the Consultant during the term of this agreement.
- (viii) Safety
The Consultant and all associates shall comply with all safety policies and rules of Mountain View County and the safety regulations under the Occupational Health and Safety Act.
- (ix) Statement of Schedule and Costs
The proposal will state a fixed price for the project including all expenses and costs of the Consultant's work under the RFP.

8. Proposal Submission Deadline

- a) All proposals must be received at the address above no later than **4:00pm, April 18, 2019**. Facsimile transmitted proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be considered. No exceptions will be made.
- b) Questions regarding the content of this RFP must be submitted in writing on or before noon **12:00 (MDT) April 15, 2019** and directed to the individual(s) listed below. Any clarification or interpretation of the proposal will be made by addendum. Mountain View County is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by addenda.
- c) All correspondence and the proposal are to be submitted to:

Jeff Holmes
Chief Administrative Officer
Mountain View County
1408 – TWP 320
Didsbury, Alberta T0M 0W0

Phone: (403) 335-3311 ext 179
E-mail: cao@mvcounty.com
- d) Once this RFP has been issued, Consultants are specifically directed not to contact members of Mountain View County Council, employees or consultants for meetings, conferences or discussions related to this RFP. All answers to questions and queries made in regard to this RFP will be made by issue of addenda or amendments to all interested parties. Failure to adhere to this policy may result in disqualification of

your proposal. All facts and opinions stated within this RFP and all supporting documents and data based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

9. Selection Process and Schedule

- a) All proposals will be subject to a standard review process by Mountain View County. A primary consideration shall be the effectiveness of the Consultant to deliver the services as described in this RFP. The Chief Administrative Officer will make the final decision as to which proposal will be considered for approval.
- b) Initial Review. All proposals will be initially evaluated to determine if they meet all of the requirements as stated in this RFP. Failure to meet all of these requirements may result in a proposal being rejected as non-responsive. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation of the irregularity, defect or variation is considered by Mountain View County to be immaterial or inconsequential. In such cases the Consultant will be notified of the deficiency in the proposal and given the opportunity to correct the irregularity, defect or variation, or Mountain View County may elect to waive the deficiency and accept the proposal.
- c) Technical Review. Proposals meeting the above requirements will be scored on the basis of the following criteria:
 - (i) **40 Percent: Ability and Experience of Team to Deliver Services.** Professional and educational experience of key personnel to be assigned to the project, and experience with this type of project.
 - (ii) **30 Percent: Approach to and Understanding of the Project.** Proposals will be evaluated based on the Consultant's understanding and approach to the scope of services desired, and the ability to meet Mountain View County's objectives. The approach must demonstrate competence and familiarity in delivering Human Resource Services.
 - (iii) **30 Percent: Cost and Fees.** Proposal costs, including time and materials, fee structures and payment schedules are complete and clear. Proposals will be evaluated based on comparisons to other Consultants and to current market costs for comparable services as determined by Mountain View County.
- d) Interview. The most competitive Consultants may be invited to an interview, which could include a presentation by the Consultant and questions by the County representative.
- e) Final Selection will be based on determining which proposals will best meet the needs of Mountain View County as described in this RFP.

10. Contract Award

- (a) Mountain View County may require the potential Consultant(s) selected to participate in negotiations, and to submit price, technical, or other revisions of their proposal as may result from negotiations. Mountain View County reserves the right to make one total award, one award for each subject area, or combination of awards, whichever is in the best interest of Mountain View County. It is Mountain View County's sole discretion to extend an agreement with the Consultant to include additional services or to ascertain additional services through a separate RFP.
- (b) **Proposal Timelines Summary**

Release RFP	April 1, 2019
Deadline for Submission of Questions	Noon April 15, 2019
Addendum to be Posted (if required)	4:00 pm April 16, 2019
Deadline for Proposal Submissions	4:00 pm April 18, 2019
Tentative Date for Awarding Contract	April 26, 2019

(c) Criminal Record Check

The successful Consultant will be required to obtain and provide Mountain View County with a Criminal reference check from the local police station at their own expense, which will be evaluated to ensure compliance with County Procedure 2005-015.

11. Other Information

- (a) Acceptance or Rejection of Proposals. This RFP does not commit Mountain View County to award a contract. Mountain View County reserves the right, in its sole discretion, to accept or reject any proposals; to waive minor informalities of proposals; or to cancel, revise or extend solicitation. Proposals shall remain open, valid and subject to acceptance anytime within (60 days after the proposal opening and up to the end of the agreement period. Mountain View County realizes that conditions other than a price are important and will award contract(s) based on the proposal that best meets the needs of Mountain View County.
- (b) Modifications to the RFP.
Mountain View County reserves the right to issue addenda or amendments, or change the timelines to this RFP.
- (c) Incurred Costs. This RFP does not commit the County to any costs incurred in the preparation of a proposal in response to this request and Consultant(s) agree that all costs incurred in developing their proposals are the Consultant's responsibility.
- (d) Final Authority. The final authority to award a contract(s) rests solely with Mountain View County's representative.
- (e) Disputes relating to proposal process and award. In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the disputes shall request in writing to the Chief Administrative Officer for Mountain View County, within ten (10) days of notification of non-selection. Grounds for an appeal are that Mountain View County failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of Provincial or Federal Law. Appeals will not be accepted on any other grounds. Mountain View County will consider only those specific issues addressed in the written appeal. The Chief Administrative Officer for Mountain View County or designee shall consider the request and respond in writing within ten (10) days of receipt. The decision of the Chief Administrative Officer for Mountain View County shall be final with respect to matter of fact. All disputes must be submitted to:

Chief Administrative Officer
Jeff Holmes
Mountain View County
Postal Bag 100, Didsbury, Alberta
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