

REQUEST FOR PROPOSAL (RFP)

HUMAN RESOURCE COMPLIANCE AUDIT

CITY OF MEQUON, WISCONSIN

February 24, 2016

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I. GENERAL INFORMATION

The City of Mequon is soliciting proposals from qualified firms to conduct an audit of human resource operations and practices for the City of Mequon, Wisconsin (pop. 23,793). Presently, the City organization is comprised of 113 full-time employees, 63 part-time employees, and approximately 60 paid-on-call Firefighters/Emergency Medical Technicians. The City also employs nearly 40 seasonal employees each year. The Human Resources Division is staffed by a full-time Assistant City Administrator, who serves as the City's Human Resources Director, and a part-time Human Resources Assistant who works approximately 30 hours per week.

Proposal documents are available from the City of Mequon, Attn: William H. Jones, Jr., City Administrator, 11333 N. Cedarburg Road, Mequon, Wisconsin 53092; Phone: 262-236-2940; E-Mail: wjones@ci.mequon.wi.us. Proposal documents and any addenda may also be accessed online through www.ci.mequon.wi.us. Select the 'Request for Proposals' tab, then select the RFP titled: 'Human Resource Compliance Audit'.

Sealed proposals should be delivered to the City Administrator's Office at the address listed above. Sealed proposals will be accepted until the proposal deadline of 12:00 Noon on Monday, April 4, 2016. Late proposals will be rejected. Immediately following the proposal deadline, the names of those that submitted proposals will be available.

Proposals will be evaluated based on experience performing Human Resource (HR) Audit services for municipal and state governments, and the experience and qualifications of the proposed staff that would administer Mequon's HR audit. Proposal pricing will also be taken into consideration in the process of determining which proposal is the most advantageous based on the evaluation of the proposal evaluation committee.

The City of Mequon is an Equal Employment Opportunity Employer. The City of Mequon reserves the right to reject any or all proposals, waive minor informalities and to award a contract deemed to be in the best interests of the City.

II. SCOPE OF SERVICES

The City seeks a qualified consultant to conduct an audit of human resource operations and practices inclusive of the following:

- a) A comprehensive review of the City's Human Resource framework and core functions. The work to be performed includes a benchmark survey of Human Resource operations of communities with similar employee/retiree size regarding: organizational structure, staffing levels, services, and various department policies.
- b) A review of the payroll processes and procedures.
- c) A review of the HR Division structure, responsibilities, practices and record-keeping. In addition, the consultant should be able to review human resource operations alignment and organizational practices for efficiency and effectiveness. The methodology should include: interviews with management, employees and benefited retirees to identify current policies, procedures, and practices; and questionnaires to be completed by key personnel and management related to this analysis. Successful firms should conduct a thorough review and

analysis of all human resource operations and identify areas in need of improvements and recommended actions.

- d) Specific compliance assessments including, but not limited to: Americans with Disabilities Act, COBRA, Affirmative Action/EEO, FLSA, HIPPA, Personnel Records Management, Insurance, Personnel Work Rules & Policies, Recruitment/Selection/Promotion, HR Initiated Training, and Employee Communications/Relations.
- e) Identify procedures and practices which if modified, would result in improved operations and/or direct time and cost savings to the City while ensuring legal compliance, including specific recommendations to bylaws or policies of the City for improvement or efficiency.

One bound copy of the final report should be prepared and supplied to the City, and one electronic copy on a CD or thumb drive should also be provided. The completion of the auditing services should also be inclusive of one presentation (possibly at a public meeting in the evening) to present and answer questions on the report content. Expenses associated with preparing and supplying the report and any presentation should be inclusive in the proposal pricing.

III. PROPOSAL SUBMISSION INSTRUCTIONS

Sealed proposals should be delivered to the City Administrator's Office at the address listed above. Sealed proposals will be accepted until the proposal deadline of 12:00 Noon on Monday, April 4, 2016. Late proposals will be rejected. All questions should be submitted in writing to: William H. Jones, Jr., City Administrator. Questions can be submitted by mail or e-mail, as indicated on the previous page. All questions must be received by no later than 4:00 p.m. on Wednesday, March 23, 2016.

Based on the estimated value of the requested services, the City is soliciting quotes. Nevertheless, the evaluation of experience and qualifications is also critically important. As such, the City will accept proposals containing both technical and price proposal information in a single document submission.

Proposal content should include:

- a) A summary cover letter.
- a) Documentation of the relative experience and qualifications of the proposing organization as it applies to the Scope of Services outlined in Section II, items a through e.
- b) The resumes and detailed information on the proposed staff's experience and qualifications that will be utilized in performing the Mequon HR audit.
- c) A client listing of other municipal and state government organizations for which HR audit services have been provided within the past 5 years. Provide a brief description of the audit services performed including contact information. The supply of contact information by the proposer is authorization for the City to perform reference checks.
- d) A timeline for completing the proposed audit services (ideally by June 30, 2016).
- e) A price proposal. It is preferred that pricing is provided by category type of work as opposed to providing a single lump sum total. In the event that the City does not have enough funds for all proposed services, staff would like to be able to prioritize the services selected. Supply an hourly rate if hourly rate services are available.
- f) A completed Proposal Submission Form and Certificate of Non-Collusion is mandatory.

ATTACHMENT A:

**PROPOSAL SUBMISSION FORM
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CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of Person Submitting Contract/Bid

Date

Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)): _____, _____, _____.