



REQUEST FOR PROPOSALS

CONSULTING SERVICES

POSITION ANALYSIS AND REVISION PROJECT

Request Date: October 19, 2020

Bid Due Date: November 2, 2020 at 3:00 pm

Location: County of Harnett
Human Resources Department
P.O. Box 778
420 McKinney Parkway
Lillington, NC 27546

Questions: Heather D. Pollard, Director of Human Resources
Email: hpollard@harnett.org
Direct phone: 910-814-6401

Submit to: Renea Warren-Ford, Finance & Accounting Specialist
Email: purchasing.support@harnett.org
Please include in subject line of your bid
RFP: Position Analysis and Revision Project

The County of Harnett (hereinafter referred to as "County") is issuing this Request for Proposals ("RFP") to qualified personnel management consultants (hereinafter referred to as "Consultant") to submit proposals to perform a position analysis and revision project to update all of the County's current position descriptions. All work will be done with the involvement of the County's Human Resources Director as the point of contact for this project.

The County is comprised of approximately 1,000 employees, which includes full and part time positions, with an approximate total of 391 job descriptions. Of these positions, there are approximately 217 in the Health and Social Services Departments and are subject to the NC State Human Resources Act.

The position analysis and revision project to be developed as the product of this scope of services must adhere to the following basic elements and characteristics:

- A. Must meet all legal requirements, be nondiscriminatory, and provide for compliance with all pertinent federal, state, and local requirements for position descriptions.
- B. The recommended results of this project must be easy for management to administer, maintain, and be legally defensible.
- C. The anticipated project deadline will be determined by the consultant's estimate of the length of time it will take to thoroughly complete this project within this fiscal year.

I. SCOPE OF PROJECT

Review the existing Harnett County descriptions to conclude the project needs to begin from the ground up to develop consistency and accuracy for current job responsibilities and skill requirements. The following describes the various tasks that are expected to be completed to meet the requirements of this RFP:

- A. The Consultant shall furnish all labor and resources necessary to conduct a complete position analysis and revision project for the County's current descriptions and compile accurate descriptions for each role.
- B. The Consultant shall work closely with the County's Human Resources Director during the project.
- C. The Consultant shall conduct an analysis of current County positions to determine the plan of action, whether to completely recreate the descriptions or to possibly update those that are more current, resulting in a consistent format for all descriptions.
- D. The Consultant shall make recommendations regarding the process, implement and complete the project, and provide recommendations/training for best practices to maintain up-to-date descriptions going forward.
- E. The Consultant shall provide an outline, including an itemized time line to accomplish this project by the Consultant's recommended time frame.
- F. The Consultant shall provide all cost information for County management's review. A separate cost is requested for a FLSA Exempt/Nonexempt analysis. See item H below.
- G. Presentation of the final project results shall be made in both hard copy and digital format at a mutually agreeable time prior to the proposed 2/26/2021 or adjusted deadline.
- H. The Consultant will advise the County regarding FLSA Exempt/Nonexempt status for all updated job descriptions.
- I. The Consultant will assess the County positions to determine any opportunities for consolidation of existing positions and job descriptions.

II. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. General Requirements:

1. The County reserves the right to reject any or all proposals received, waive minor irregularities in the evaluation process, and to select the proposal which, in our opinion, is in the best overall interest of the County.
2. The County also reserves the right to further negotiate minor modifications with the successful proposer upon completion of the evaluation process prior to the execution of a final contract, taking into consideration quality, performance and time specified in proposals for performance of the contract. The County desires to execute this project as soon as is feasible.
3. All information required by this RFP must be complete and submitted to constitute a responsible proposal. All submissions timely filed shall be promptly evaluated by the County. The County reserves the right to determine the suitability of proposals on the basis of a proposal meeting scope and submittal criteria listed in this RFP. Evaluation criteria and other relevant RFP information will be used to assist in selecting a Consultant.
4. Upon receipt of notice of award, the successful Consultant shall immediately execute a contract with the County. Failure to do so may result in disqualification and selection of another proposer. No contract shall be binding until it is signed and executed by both the County and the Consultant. All items in this RFP must be included in the proposed contract. The County reserves the right to enter into a contract with another proposer in the event that the successful Consultant fails to execute a contract with the County or defaults on its contract.

B. Submission of Proposals:

Please send via email to:

**Renea Warren-Ford, Finance and Accounting Specialist II
County of Harnett
purchasing.support@harnett.org**

Proposals should be submitted no later than 3:00 pm on October 30, 2020. The subject line in your email submission should be clearly identified as **“RFP: Position Analysis and Revision Project.”**

C. Specific Requirements:

1. All proposals shall include the following items:
2. A brief history of the company, including experience in providing similar services.
3. A biography of individual(s) who will be responsible for providing services to complete the project.

4. List of three references from similar organizations for whom you have performed similar services within the last three (3) years, including contact information.
5. Detailed description of approach Consultant will take and methodologies considered for performing the project.
6. Projection of ancillary support needed from the Human Resources Director and for what phases of the project.
7. A sample of a position description produced by the Consultant.
8. Outline with estimated period for completion based on Consultant's determination.
9. Proposed cost for all services offered relative to this request.
10. Any additional information the Consultant deems appropriate.

III. METHOD OF PAYMENT

- A. The Consultant shall be paid based on invoices submitted.
- B. Payment terms will be 30 days after invoice or delivery, whichever occurs last. Payments will be processed via ACH direct deposit following the disbursement schedule established for Harnett County.
- C. Invoices shall be submitted to:

**Heather D. Pollard, Director of Human Resources
Harnett County Human Resources
P.O. Box 778
Lillington, NC 27546**

IV. GENERAL CONDITIONS AND REQUIREMENTS

- A. The Consultant represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the County. Therefore, the Consultant shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the County its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The Consultant shall further understand that the County cannot save and hold harmless and/or indemnify the Consultant and/or the Consultant's employees against any liability incurred or arising as a result of an activity of the Consultant or and activity of the Consultant's employees performed in connection with the contract.
- B. Termination Clauses

Default. The County may terminate the contract at any time for breach of contractual obligations by providing the Consultant with a written notice of

termination. Should the County exercise its right to terminate the contract for cause, the termination shall become effective on the date specified on the notice of termination. Termination for Convenience. The County shall have the right to terminate the contract without cause upon 30 days written notice to the Consultant.

C. Insurance

Consultant, at its sole expense, shall purchase and maintain the insurance listed below as 1, 2, & 3.

1. Workers Compensation Insurance - Coverage for all paid and volunteer workers meeting the statutory requirements of The North Carolina Workers' Compensation Act, North Carolina General Statutes § 97.
2. Commercial Automobile Liability - If any part of the contract requires the use of a vehicle while conducting services, Consultant shall obtain coverage with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles.
3. Commercial General Liability - Bodily injury and property damage liability as will protect contractor from claims of bodily injury or property damages. The amounts of such insurance coverage shall not be less than \$2,000,000.00 per occurrence and \$3,000,000.00 aggregate coverage.

Consultant shall name the County as an additional insured on all policies of insurance specified above, except workers' compensation, and Consultant shall provide the County with a certificate of such insurance that shall contain the provision that the County will be given thirty (30) days written notice of any intent to amend or terminate said policy by either the insured or the insuring company. However, a ten (10) day notice is sufficient for cancellation by the insuring company due to non-payment of premium.

- D. Indemnification. Consultant agrees to indemnify and hold the County harmless from and against any claims or liability, including attorneys' fees, resulting from any claim for damages by reason of any injury to any person or persons including, but not limited to, Consultant and its employees, or property of any kind whatsoever and to whosoever belonging, including but not limited to, Consultant and its employees and agents from any cause or causes whatsoever arising from the performance of the Consultant and its employees and agents of the obligations under the provisions of the contract; provided, however, Consultant shall not be liable to the County for any injury to persons or property which may result solely or primarily from the action or non-action of the County or its officers or employees.
- E. Compliance with Laws. The Consultant shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

- F. Governing Law and Jurisdiction. The contract shall be deemed to be under and shall be governed by, and constructed according to, the laws of North Carolina. Any litigation arising out of the contract shall be had in the Courts of Harnett County, North Carolina.
- G. E-Verify. Consultant understands that E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with §64-25(5) of the North Carolina General Statutes. Provided that Consultant is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State, then Consultant understands and certifies that they shall verify the work authorization of the employee through E-Verify in accordance with §64-26(a) of the North Carolina General Statutes. Consultant further certifies that their subcontractors comply with E-Verify pursuant to federal law, and Consultant will ensure compliance with E-Verify by any subcontractors subsequently hired by Consultant.
- H. Equal Opportunity Employer. County is an equal employment opportunity employer. County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR § 601.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.
- I. Consultant hereby certifies that any contract made pursuant to this RFP is made without prior understanding or agreement with any corporation, firm or person who submitted proposals for the work covered by the contract and it in all respects fair and without collusion or fraud.