



**BOND COUNTY
SENIOR CENTER
1001 EAST HARRIS AVE.
GREENVILLE, IL 62246
618-664-1465**

REQUEST FOR PROPOSAL

For: Human Resources Consulting Services

Bond County Senior Citizens Center, Inc. (Corporation) is soliciting a Request for Proposal from firm or firms qualified to provide Human Resource (HR) Consulting Services.

Project Overview

Responses are requested from companies capable of providing the Corporation policy and procedure review and updates. Additionally, employee handbooks need to be updated/created based up position. Upon review of the proposals, the Corporation will make a final decision as to the timeline of performance. The specific services are listed in the Scope of Work.

Background

The Corporation has approximately 29 full & part time employees. It is a non-profit community service corporation that has contracts with Illinois Department on Aging, Bond County, and operates public transportation. It has policies and procedures that are out of date and need updating. Also, employee handbooks need to be created.

Scope of Work

Below is a list of specific services that may be sought by the Corporation.

1. Human Resource Audit. Overall assessment of the HR tasks that should be completed by a quasi-state governmental agency with less than 50 employees.
2. Review corporation's current policies & procedures.
 - a. Recommend any new policies needed.
 - b. Update current policies to same template.
 - c. Mandatory training needs, such as unlawful harassment
3. Help create employee handbook
 - a. Make recommendations as to what should go into employee handbook.
 - b. Review specific policies/procedures for each job position.
 - c. Orientation - help management know what all should be addressed during orientation.

Also, for each of the specific projects or services listed, please provide:

- a) The staff from your firm who would be assigned to this project
- b) An estimated timeline to complete
- c) The estimate billing rate or fee that would be applicable

In addition to showing how you will meet the requirements outlined above, Proposers should also provide information regarding the following:

- Provide an overview of how you meet all State & Federal rules and regulations
- Provide an overview of how you define Best Practice solutions and recommendations

The successful Proposer(s) will enter into a contract for services with the Corporation. The duration of the initial contract between the Corporation and the successful Proposer is expected to begin upon the date of contract approval.

Budget

- Provide the Firm's fee structure, including appropriate "rate sheets."
- A total, maximum price to accomplish all the work described in Scope of Work.
- A budget and fee structure for each category/task/subtask.
- Provide fee structure for services outside the Scope of Work.

Budget should include account management fees, out-of-pocket expenses. Travel to and from the Corporation offices, and the costs associated with it, will be the responsibility of the Proposer. However, the Corporation reserves the right to adjust both the budget and related services.

EVALUATION CRITERIA

OVERALL EXPERIENCE OF COMPANY & QUALIFICATIONS OF PERSONNEL - 30 Pts

Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references; as well as an assessment of the qualifications & experience of your managerial team, staff, subcontractors, and related items

LOCATION - 5 Pts.

Preference will be given to Illinois based companies

STRATEGIC THINKING/PLANNING APPROACH - 25 Pts.

Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)

BUDGET APPROACH/COST EFFECTIVENESS - 40 Pts.

Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.

Designated Corporation staff or board members will evaluate the written proposals. The Corporation may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations.

Any attempt by a Proposer to contact a member of Corporation staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

Instructions and Notifications to Proposers

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. The Corporation assumes no responsibility for such costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present at Bond County County Senior Citizens Center, Inc. by the submission deadline for any cause will be determined to be late and will not be considered.
7. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposers should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
8. All proposals should include the proposer's FEIN or Social Security number as evidenced by a W9, downloadable from www.irs.gov.
9. All proposals must include a completed RFP Response Certification Cover Form, included in this document.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.
11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.
12. Interested parties are instructed to peruse the Corporation's website (www.bondseniors.org and www.bondcountytransit.org) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Proposal Requirements

In order to be considered responsive, responsible proposals must at a minimum contain the following:

Technical Proposal Elements

1. Description of the proposed approach and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Person who will be the primary point of contact with the Bond County Senior Citizens Center, Inc..
3. Qualifications of the respondent to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. Certification of availability of individuals in proposal.
4. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope including resumes, and their role in those past engagements.

Proposal Submission

Responses to this RFP are due **by** November 23, 2020 at 10:00 am. Three (3) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Bond County Senior Citizens Center, Inc.
ATTN: Jill Ohnesorge, Executive Director
1001 E. Harris Ave.
Greenville, IL 62246

Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to jill.jones@bondcountytransit.org no later than 4:00 pm on Thursday, November 19, 2020. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.bondseniors.org and www.bondcountytransit.org on Friday, November 20, 2020 to ensure equal awareness of important facts and details.

Bond County Senior Citizens Center, Inc. reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Bond County Senior Citizens Center, Inc. reserves the right to reject any or all proposals for not complying with the terms of this RFP.

RFP RESPONSE CERTIFICATION COVER FORM

Instruction: To fulfill your RFP response, this form must be completed, printed, signed and included with your submission.

SECTION 1 - RESPONDENT INFORMATION

RFP Number:

RFP Title:

RFP Respondent Name:

Address:

Telephone:

Fax:

Contact Name:

Contact Title:

Contact Email:

SECTION 2 —DISCLOSURES

RFP Respondents must respond to every statement. RFP Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

___ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

___ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

___ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Illinois environmental law(s) by the Illinois Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

___ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

Disclosure details (continue on additional sheets if necessary):

SECTION 3 —OWNERSHIP DISCLOSURE

Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.

If the Respondent is publicly held, the Respondent may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

SECTION 4 —CERTIFICATIONS

Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE RESPONDENT CERTIFIES THAT:

___ 1. The Respondent will immediately disclose, in writing, to the Bond County Senior Citizens Center, Inc. any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

___ 2. The Respondent possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Respondent shall immediately notify the Bond County Senior Citizens Center, Inc. in writing.

___ 3. The Respondent will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Respondent will immediately notify the Bond County Senior Citizens Center, Inc. in writing.

___ 4. The Respondent understands that falsification of any information in its RFP response or failure to notify the Bond County Senior Citizens Center, Inc. of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

___ 5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Bond County Senior Citizens Center, Inc. or the State of Illinois or any subdivision of the State of Illinois or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Respondent further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___ 6. This RFP response is not a collusive RFP response. Neither the Respondent, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Bond County Senior Citizens Center, Inc. or the State of Illinois or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___ 7. The Respondent: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___ 8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Bond County Senior Citizens Center, Inc..

Certification details (continue on additional sheet if necessary):

Submission by the Respondent of a response pursuant to this solicitation constitutes an offer to contract with the Bond County Senior Citizens Center, Inc. on the terms and conditions contained in this solicitation and the response. The Respondent certifies that: (1) the Respondent has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the response is based on this solicitation; and (3) the information submitted in the response (including this Respondent Certification Cover Form) is accurate and complete. The Respondent acknowledges that the terms and conditions of this solicitation and the response will be incorporated into any contract awarded to the Respondent pursuant to this solicitation and the response. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this response and has been duly authorized to execute and submit this response on behalf of the Respondent.

RESPONDENT

Date: _____

Name of Respondent

Signature in ink

Printed name and title of person signing on behalf of Respondent