

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") at its offices at 200 Adams Avenue, 6th floor, Scranton, Pennsylvania 18503, on Friday June 22, 2012, at 1:00P.M., for Human Resources Consultant Services.

A. **PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the County.

B. **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**

1. Four (4) copies of the submission, inclusive of all information required by Section D hereof, should be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the qualifications clearly marked on the outside of the envelope. It is recommended that each submission package be hand-delivered. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or email is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.

2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503.

C. **CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Board of Commissioners will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the field;
2. Knowledge of the subject matter of the services to be provided to the County;
3. Knowledge of the County, its affairs and operations;
4. Availability to accommodate any requests for attendance at meetings of the County;
5. Other factors determined to be in best interest of the County.

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D. QUALIFICATION REQUIREMENTS: The Board of Commissioners is requesting qualifications for Human Resources Contractor, which should include:

1. Scope of Services;
2. Resume(s);
3. Facilities – Office Locations;
4. Conflict of Interest.

The following explains what the Board of Commissioners expects in each of the major sections:

1. **Scope of Services** – The Board of Commissioners is requesting qualification statements to provide an assessment and compliance audit of the human resources function. Your response should detail the firm's or individual's qualifications to provide this type of service.

Past experience should include, but, not be limited to the following areas:

- Hiring & Firing Practices
- Policy & Procedures
- Job Descriptions
- Performance Management
- Employee Screening Practices
- Wage/Salary Reviews and Surveys
- Strategic Planning
- Family Medical Leave Act (FMLA)
- Affirmative Action Plans (AAP)
- Americans with Disabilities Act (ADAAA)
- Equal Employment Opportunity Commission (EEOC)
- Employment Laws
- Employee Health Benefits & Health Reform
- Risk Management
- Loss Control
- Workers Compensation
- Unemployment Compensation
- Management Coaching and Mentoring
- Human Resources Information Systems (HRIS)

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2. **Resume** – All resumes submitted to the County shall include the following:

- a) Name and address of your firm and the corporate officer authorized to execute agreements;
- b) A brief description of your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the Commonwealth of Pennsylvania;
- c) The names, experience, qualifications, and applicable licenses held by the individuals primarily responsible for servicing the County and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the County. Please include any prior work performed for the County by any of the individuals;
- d) A listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person;
- e) A statement of your firm's insurance coverage. Firms must provide an insurance certificate specific to the County in responding to this RFQ;
- f) A statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.

3. **Facilities – Office Locations**

- a) For your firm's facilities which will service this project: i. The location; ii. Firm personnel assigned to this location; and iii. Activities of the firm performed at this location.
- b) For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should clearly indicate there is only one location.

4. **Conflict of Interest** – All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services for the County.

E. **COMMUNICATION WITH COUNTY OFFICIALS:** All communications during this process should be directed to the Office of the Lackawanna County Chief of Staff. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

F. **RESERVATION OF RIGHTS:** The Board of Commissioners reserves the right to reject any and all submissions, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law.