

Request for Proposals Kent County Levy Court

Personnel Office
555 Bay Road
Dover, DE 19901
(302) 744-2310

www.co.kent.de.us

ISSUED:

February 9, 2018

RESPONSES DUE:

March 16, 2018 at 4:00 p.m., prevailing time



Subject: Professional Consulting Services for a Diversity & Inclusion Study

Proposal Specifications

SECTION I: INTRODUCTION

A. OBJECTIVES

Kent County Levy Court (KCLC) desires to enter into agreement with a highly qualified, professional consultant(s) to conduct a Diversity & Inclusion Study for the organization and its human resources functions with 302 full-time budgeted positions, including an EEO/Affirmative Action Plan option.

B. BACKGROUND INFORMATION

Kent County Levy Court (KCLC) is the governing body for one of the three counties comprising the State of Delaware. Kent County is centrally located and is home to the State capital - Dover, which is also the county seat. The current population is estimated to be 174,000.

The County currently has 302 full time employee positions authorized to work at the Kent County Administrative Complex located at 555 Bay Road, Dover, Delaware; the Kent County Regional Resource Recovery Facility near Frederica, Delaware; the Emergency Services Building at 911 Public Safety Blvd., Dover, Delaware; Emergency Medical Services Station #6 located at 5100 Wheatley's Pond Road, Smyrna, Delaware; Emergency Medical Services Station #8 located at the Harrington Fire hall at 20 Clark Street, Harrington, Delaware; Delaware; Emergency Medical Services Station #10 located at the Frederica Fire hall at 6 Front Street, Frederica, Delaware; the Kent County Public Library located at 497 South Red Haven Drive, Dover, Delaware, and the Kent County Recreation Center located at 1683 New Burton Road, Dover, Delaware.

Two similar studies have been conducted previously for Kent County in 2001 and 2009 and are available upon request.

SECTION II. SCOPE OF SERVICES

KCLC requests proposals from a highly qualified, professional consultant(s) to complete an analysis of human resources processes and develop a comprehensive diversity and inclusion strategy that is consistent with the goals of the organization resulting in development of an actionable written report. In addition the selected consultant(s) is requested to evaluate applicability of Office of Federal Contract Compliance Programs (OFCCP) regulations for current County operations and, if required, provide a cost estimate to prepare a compliant EEO/Affirmative Action Plan.

The study and final report shall include at a minimum:

1. Recruitment/Selection Process and Policies Evaluation
2. Internal Workforce and Job Group Analysis
3. Personnel Activity Data and Progression Analysis
4. Area Demographics and Workforce Overview
5. Availability Factor Computation with OFCCP Factor Analysis
6. Documentation and Recommendation of representation goals
7. Development of a detailed strategic plan of action and/or policies to meet goals
8. Training recommendations for staff
9. Development of forms/processes necessary to track applicants, new hires, demotions, promotions, transfers and terminations
10. Meeting(s) with elected officials, department heads, managers and supervisors to review the plan, discuss the commitments, and answer any questions.

SECTION III. TECHNICAL PROPOSAL AND FORMAT

All proposals shall respond to all questions and requirements listed in this RFP.

A. Basic Information

1. State the name of your firm/company, address, telephone and telefax numbers and the name and title of the person who will serve as the KCLC's key contact with your firm/company with respect to your proposal.
2. Provide a general description of the firm/company, including size, number of employees, primary business (consulting, etc.), other business or services, type of organization (franchise, corporation, partnership, etc.), and other descriptive material.
3. Please provide a list of nearby current or previous clients as references, including names, titles, affiliations, telephone numbers, and type of work performed.
4. Please comment on what distinguishes your firm/company from its competitors and why it is uniquely qualified to provide the requested services.

B. Financial Condition

1. Has your firm/company experienced any significant financial difficulties or other problems which could negatively affect its ability to carry out its duties and responsibilities to KCLC? If yes,

please specifically identify the problem(s) and discuss why such problems should be disregarded.

2. Are there any pending or threatened investigations, litigation or pending litigation regarding the conduct or business conduct of your firm/company or its management. Could any of these directly or indirectly affect your role as a vendor to the KCLC as described in this RFP? Have there been any such investigations or litigation or threats thereof within the past three years? If so, describe thoroughly.

C. Personnel Assigned

1. Identify the consultant(s) in your firm/company who will be involved with this engagement, ie. the person who will have the direct reporting and administrative responsibility to the KCLC. Please indicate the status of this individual within your organization and his/her professional background and experience. Provide other relevant information regarding this individual.

2. Provide professional backgrounds for all associates and other personnel who will be involved with the engagement.

3. Describe your organizational approach to this engagement; utilize if appropriate, an organizational table. Explain how the various professionals and staff will be organized and managed. Indicate if any portion of the work will be subcontracted or assigned to another outside consultant(s).

D. Project Timetable

Submit a detailed project timetable, with the optional Affirmative Action Plan also indicated, setting forth a suggested commencement date and completion date for the study. The successful firm/company must be prepared to undertake commencement of the program promptly upon award of contract.

E. Proposal Structure

Proposals are limited to 24 double sided pages, excluding cover letters and appendices. Proposals should not contain extraneous promotional materials. Proposals will be evaluated on the basis of information presented by the Firm/company and evaluation criteria listed in this RFP.

SECTION IV: COST PROPOSAL

Indicate fee(s) for providing services identified in the Scope of Services as well as the optional Affirmative Action Plan. Also list any additional services that will be provided for the stated fee(s). Please explain any variables which might affect the fees or the fee structure.

The firm/company must include a signed statement in the proposal transmittal letter certifying that the price was arrived at without any conflict of interest per the Independent Price Determination instructions below.

SECTION V: EVALUATION CRITERIA

All proposals shall be evaluated and scored based upon the following criteria:

1. 40% - Cost of Services
2. 15% - Experience in similar services and program management plan.
3. 15% - Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
4. 15% - Performance History (References)
5. 15% - Demonstration of the firm/company’s ability to successfully complete all requirements as specified in Scope of Work within reasonable timeframe.

A Selection Review Committee will review RFPs received for completeness, quality, and accuracy utilizing a standardized review and scoring process and will make an award recommendation to the Kent County Levy Court for the respondent whose proposal is judged to be in the best interest of Kent County, based upon criteria set forth herein and the most advantageous cost proposal.

Review Committee members will assign up to the maximum number of points listed for each of the five (5) evaluation areas listed below:

Evaluation Criteria Areas		
1.	Cost of Services	40
2.	Experience/Project Management Plan	15
3.	Qualification of Staff	15
4.	Performance History	15
5.	Ability to Complete Scope of Work	15
TOTAL POINTS POSSIBLE		100

Interviews, if necessary, with a short listed number of firms/companies meeting the minimum criteria, are expected to be scheduled during late March or early April, 2018.

SECTION VI: GENERAL INFORMATION AND INSTRUCTIONS

A. Issuing Office

1. This request for proposals is being issued through the Personnel Office in the Administration Department of Kent County Levy Court. Unless otherwise specified, the Personnel Director is the sole point of contact for the purposes of the RFP and subsequent responses will be in writing.

B. Addendum to RFP

The KCLC reserves the right to amend the RFP prior to the due date of responses. If it becomes necessary to revise any part of the RFP, an addendum shall be provided to all potential vendors who have requested and have been sent a copy of this RFP. All responders shall include acknowledgment of all addenda as part of this proposal. Failure to acknowledge addenda may be grounds for disqualification of the proposal.

C. Questions

Questions will be accepted in writing via email or by letter up to or before 5:00 PM on Wednesday, **March 7, 2018**, and will be answered in the mode received (either email response or letter response) no later than Friday, **March 9, 2018**.

All questions regarding this Request for Proposal shall be referred to:

Allan Kujala
Kent County Personnel Director
555 Bay Road
Dover, Delaware 19901
Phone: (302) 744-2310
Email: allan.kujala@co.kent.de.us

D. Cost of Preparing Proposal

The cost of developing and submitting the proposal is entirely the responsibility of the responder. This includes costs to determine the nature of this engagement, preparation of proposal, submission of proposal, negotiation for the contract, and all other costs associated with this RFP and responses thereto. All responses will become the property of the KCLC and may be a matter of public record subsequent to award of the contract or rejection of all proposals.

E. Submissions of Proposals

Five (5) copies of each responder's proposal(s) shall be submitted in a sealed package marked "DIVERSITY STUDY CONSULTING SERVICES PROPOSAL" to **Allan Kujala, Personnel Director, Room 213, Kent County Administrative Complex, Kent County Levy Court, 555 Bay Road, Dover, DE 19901** no later than 4:00 p.m., prevailing time, on Friday, March 16, 2018, at which time they will be opened and relevant information publicly read.

and

One (1) electronic copy of each vendor's proposal(s) shall be submitted via e-mail and referenced as "DIVERSITY STUDY CONSULTING SERVICES PROPOSAL" to allan.kujala@co.kent.de.us no later than 5:00 p.m., prevailing time, on Friday, March 16, 2018.

All submitted proposals become the property of KCLC as public documents and are available for review by the public as provided by Law.

F. Independent Price Determination

A proposal will not be considered for award if the fees were not arrived at independently and without collusion, communication or agreement as to any matter related to such prices with any other vendor, competitor or public officer.

The firm/company must include a certified statement in the proposal transmittal letter certifying that the price was arrived at without any conflict of interest.

G. Preparation

Responses should provide a straightforward, concise description of responder's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Repetition of the terms and conditions of the RFP, without additional explanation, will not be considered sufficiently responsive.

H. Errors in Proposal Preparation

The KCLC has the right to rely on any price quotes provided by responders. The responders may be responsible for any mathematical error or incorrect extension of any calculations leading to the responder's price quotes. The KCLC reserves the right to reject proposals which contain errors.

I. Appearance Before KCLC Committee

Any or all responders may be required to appear before one or more KCLC Committee(s) to explain the responder's understanding of and approach to the RFP and/or respond to any questions in regard to the proposal submitted. The project manager shall make any requested oral presentations before the KCLC Committee(s).

J. Insurance

The successful firm/company awarded the Contract pursuant to this Solicitation shall be responsible for keeping in force a general comprehensive policy insuring against personal injury and property damage in an amount no less than one million dollars (\$1,000,000). In addition, the firm/company shall be required to obtain and keep in force for all non-County employees and workers, workers compensation and other required insurance in the minimum limits required by State law. The firm/company shall be required to submit a certificate of insurance, naming the County as an additional insured, prior to the signing of the final contract.

K. Indemnification

The firm/company awarded the Contract pursuant to this Solicitation shall indemnify and hold harmless the County, its officials and employees from the following:

(a) Any and all direct or indirect damages, costs, claims, actions, suits, judgments or liens resulting from the negligent act or commission or omission of the Firm/company, its employees, agents or subcontractors, and

(b) Any and all direct or indirect costs, claims, actions, suits, judgments or liens for damages resulting from the Contract arising from the negligence or omission of the firm/company, its employees, agents or subcontractors. The firm/company shall, upon completion of work, provide the County with a Release of Liens from any subcontractor, supplier, material, or other supplier of goods and services to the program, if any.

L. Awards

Awards will be made by the Kent County Levy Court consistent with 9 Del. C. §314 (d) and based upon the best potential interest of Kent County. The KCLC reserves the right to reject any or all responses to the RFP, for whatever reason deemed by it to be appropriate, and shall not be obligated

to return any material in connection with this request.

M. Payments

Payments to the successful firm/company(s) shall be contingent upon negotiation of fees and acceptance of the proposal and will be made in accordance with mutually agreeable terms by the KCLC.

N. Political Involvement

As this RFP has established specific criteria for evaluation of all proposals, bidders and their representatives may not contact elected officials directly or indirectly to lobby or otherwise secure undue support for a specific or general proposal(s) submitted. If such activity occurs, the proposal will be disqualified from further consideration.

NOTE: This RFP and some exhibits are available in electronic format upon request. Submit request by calling (302) 744-2310 during regular business hours or e-mail your request to personnel@co.kent.de.us. Please provide correct e-mail address to insure proper delivery.