

QSP B18002

Quotation for Small Purchase:

Human Resource Consulting Services

Dear Human Resource Consultant:

Marin Housing is currently accepting bids for on-going **Human Resource Consulting Services**. The purpose of this QSP is to identify a Human Resource Consulting firm to provide services for up to five (5) months, starting in early January, 2019. Services include hiring, on-boarding, and separation of employees; administration of leave policies; evaluation of reasonable accommodation requests; handling and tracking counseling and/or disciplinary actions; providing general employment information and guidance; personnel investigations; training and coaching as needed; labor relations with the Union; and any additional assistance with HR-related tasks as needed. The selection of the successful contractor will be based on the lowest price responsive and responsible offers.

If your bid is accepted, your firm will be immediately engaged for training and transition on performing HR support services for Marin Housing..

Enclosed is a Bid Form. If you are interested in performing **HR Consulting Services**, please complete the Bid Form and return it to our office by **January 7, 2019 at 3pm.**

No bids will be accepted after this time.

If you have any questions, please contact me at 415-491-2555 or wpass@marinhousing.org.

Respectfully,

Will Pass
CFO

Explanation of Bid Procedure

Extent of Services

Marin Housing (MH) is seeking a highly skilled and fully knowledgeable proposer in the human resource field that is qualified, willing, and able to perform general **Human Resource Consulting Services** for up to five (5) months. MH may require between 10-20 hours of support per week during the contract period, depending on needs. The consultant must be onsite once a week for “office hours” and more often as issues arise. The proposer must be able to take a proactive approach in completing the work below:

1. Hiring, on-boarding, and separation of employees;
2. Administration of leave policies;
3. Evaluation of reasonable accommodation requests;
4. Handle and track counseling, performance issues/disciplinary actions and employee and manager complaints;
5. Providing general employment information and guidance;
6. Personnel investigations;
7. Training or coaching of managers on HR areas as needed;
8. Labor relations with Union; and
9. Assistance with other HR-related tasks or needs as deemed necessary by MHA.

Assistance with benefits administration, posting positions, and coordinating interviews will not be required. The consultant must only make the offer once MH identifies a candidate it wishes to hire.

General HR support work will be performed on a fixed price basis. Bidders should submit a monthly fixed fee to provide the services. The proposer must be able to begin work immediately upon notice to proceed to ensure training can take place.

Prerequisites for Bidding

In order to participate in this bidding process, you must meet the following basic requirements:

- Be able to provide the services specified above based on your experience, previous projects, and ability to begin work in early January, 2019.
- Not be debarred or suspended by the Federal Government from participation in contracting with public agencies.

For the following items, if you are selected, you will have to provide acceptable evidence that the required insurances are in place:

- **Workers Compensation Insurance.** An original certificate evidencing the bidder’s current industrial (worker’s compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

- **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
- **Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

Evaluation of Bids and Selection of Contractors

Each responsive and responsible bidder will be ranked by the total calculated bid sum submitted in response to this QSP.

After bids are reviewed for responsiveness, successful bidding contractors will be notified and asked to provide any additional information such as certificates of insurance. Also, at that time the contractor will be provided with a proposed contract that mutually agrees to the amounts stated in the contractor's bid for an approximate five (5) month period.

Please note that Marin Housing reserves the right to reject any and all bids and to waive any informality in the bids received whenever such rejection or waiver is in its interest.