

**HUMAN RESOURCE MANAGEMENT CONSULTING AND/OR LABOR CONTRACT NEGOTIATION
SERVICES
REQUEST FOR PROPOSALS (RFP)
CODINGTON COUNTY, SOUTH DAKOTA**

Codington County (hereafter the "County") is soliciting sealed bids from interested and qualified firms/individuals to provide human resource management and labor contract negotiation services. **The county will entertain separate bids for human resource management services only and labor contract negotiation services only. The county will entertain bids for a single contract covering both services as well.**

1. **Background:** Codington County is a government entity with approximately 95 employees. Three groups, the sheriff's deputies, the corrections officers and the highway workers are represented by unions. The rest are non-union. South Dakota is a right to work state. The County requires human resource consultation services on an irregular basis. It requires labor contract negotiation services in the late Summer and Fall of each year.
2. **Schedule:**
 - a. Release of RFP June 7th, 2018
 - b. Deadline for Questions June 15st, 2018
 - c. Proposals Due June 19th, 2018
 - d. Interviews (if held) late June
 - e. Approximate date of proposal acceptance July 3rd
3. **Scope of Work.** The County is seeking proposals from independent contractors who is/are skilled and knowledgeable in the human resource field and can proactively advise and guide the County in all aspects of human resource management and serve as the key negotiator in labor contract negotiations.
 - A. Human Resources Services:**
 - a. As needed, advise the County Commissioners and other county officials on all aspects of human resource management to include employee recruiting, hiring, on-boarding, performance review, promotion, compensation, discipline and termination.
 - b. As needed, recommend policy and procedural changes regarding all aspects of human resource management.
 - c. As needed, investigate complaints concerning county employees and advise the County Commissioners and other necessary county officials on handling of such complaints.
 - d. As needed, assist county officials in discussing performance or disciplinary issues with employees.
 - B. Labor Contract Negotiation Services:**
 - a. As needed, serve as the primary negotiator of the county as labor contracts are renewed.
 - b. As needed, keep the County Commissioners apprised of and represent the Commissioners' position during labor contract negotiations.
 - c. As needed, advise the County Commissioners on any decisions regarding labor contracts.
4. **Proposal format:** Proposals must contain the following:
 - A. **Cover Letter** stating the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to bind the proposer contractually. The letter should

summarize the proposal and stipulate that the proposal is valid for a period of at least 45 days.

- B. **Proposer Background** explaining the proposer's qualifications and background.
 - a. Provide biographies/resumes that include education, licenses, and experience for each person who would be assigned tasks to perform for the County pertinent to the Scope of Work.
 - b. Specify work experience with or for local government entities or similar situations, preferably in South Dakota.
- C. **Approach.** Explain how you propose to undertake the Scope of Work demonstrating a clear understanding of the requirements contained in the Scope of Work. This should provide the County with a clear idea of what it would be like to work with you and how you will enable it to fulfill its human resource management/union contract negotiation responsibilities. Proposals may provide recommended changes/additions to the Scope of Work or other suggestions that will reduce costs while maintaining or enhancing the final deliverables. However, proposals should fully address the Scope of Work.
- D. **References.** References should include those for which services have been provided within the past five years.
- E. **Proof of Insurance as follows**
 - a. Workers' Compensation in statutory limits.
 - b. Automobile Liability or Hired and Non-Owned Vehicle Liability Insurance: \$1,000,000.
 - c. General Professional Liability Insurance: \$1,000,000/each occurrence; \$2,000,000/aggregate.
 - d. Said insurance will be required to be maintained in full force and effect during the term of the contract.
- F. **Price Proposal.** The county desires a regular monthly contract amount that is appropriate for the intermittent need of the services required. Include information on how your price is calculated if desired.

5. **Proposal Submission:** The County, will receive sealed proposals until 9:00 AM Central Time on Tuesday, June 19th, 2018. Proposals received after this time will not be accepted. Proposals will be publicly opened during the regular meeting of the Board of County Commissioners which is scheduled to begin at 9:00 AM June 26th, 2018 in the Commission Chamber located within the County Courthouse. Deliver the original proposal and five copies to:

Codington County Auditor
14 1st Ave. SE
First Floor Room 109
Watertown, SD 57201
ATTN: Human Resource Management Consultation and Labor Contract Negotiation Services

6. **Questions:** Questions about this RFP can be submitted via the County Auditor 605-882-6297
7. **Proposal Evaluation Criteria:**
- A. Qualifications 33.3%
 - B. Approach 33.3%
 - C. Price 33.4%
8. **Conditions:** The County reserves the right to cancel all or part of this RFP at any time without prior notice. This RFP does not commit the County to accept any proposals submitted, nor is the County responsible for any costs incurred in the preparation of responses to this RFP. The County reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, to accept irregularities in a proposal's format, and/or to accept a proposal in whole or in part as is

deemed to be in the best interest of the County. The County reserves the right to cancel, delay, amend, or reissue the RFP at any time.

9. **Indemnification:** If contracted, proposer agrees to indemnify and hold the County, its officers, agents, and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services under the accepted proposal. This section does not require proposer to be responsible for or to defend against claims or damages arising solely from errors or omissions of the County, its officers, agents, or employees.
10. **Disclosure:** Codington County, South Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.