



Lane Council of Governments
Request for Qualifications (RFQ)

General Human Resources/Personnel Services

**RFQ Closing:
2:00 PM, Friday, June 19, 2020**

Submit Statement of Qualifications Response digitally
on or before the RFQ closing date and time stated above to:

Lane Council of Governments
Labor Relations Services Proposal
859 Willamette Street, Suite 500
Eugene OR, 97401



Lane Council of Governments
REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE GENERAL HUMAN RESOURCES/PERSONNEL SERVICES

Notice is hereby given that Lane Council of Governments (LCOG), a local government in Lane County, Oregon, solicits statements of qualifications for general human resources/personnel services as required by ORS297.425, with the intent to develop a pool of contractors.

SCHEDULE:

Final submissions of Statements of Qualifications due by 2:00 pm	June 19, 2020
Statements of Qualifications reviewed by	June 26, 2020
Notice of inclusion in the contractor pool on or about	July 7, 2020

SUBMISSION OF PROPOSAL:

A digital copy of your statement of qualifications must be provided and received by 2:00 p.m. on June 19, 2020. Submit proposals to hschussler@lcog.org, in the subject line: Human Resources/Personnel Services Statement of Qualifications. Faxes and hard copy delivery of any sort will not be accepted. All statements of qualifications are required to comply with Oregon Revised Statutes.

CONTACT:

Howard Schussler, Government Services Director
Phone 541-682-4007
Email hschussler@lcog.org

ADDRESS:

Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, Oregon 97401

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REQUEST FOR QUALIFICATIONS – HUMAN RESOURCES/PERSONNEL SERVICES

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LANE COUNCIL OF GOVERNMENTS BACKGROUND

Lane Council of Governments (LCOG) is a voluntary association of local governments in Lane County formed under ORS 190.003 to 190.110. The agency serves as a regional planning, coordination, program development and service delivery organization in Lane County.

The governing body of LCOG is its Board of Directors, comprised of local elected and appointed officials designated to represent member governments and agencies. It does not act under the direction and control of any single governmental entity and has the following characteristics:

- It is governed by a board of directors consisting of one appointed director from each of its 35 member organizations.
- It is a legally separate entity.
- It is fiscally independent of all member organizations and all other local government entities.
- It is vested with all the powers, rights, and duties relating to those functions and activities that are vested by law in each separate party to the intergovernmental agreement

The LCOG Executive Director is responsible for carrying out policies of the Board and overseeing the daily operations of the agency. Financial records are maintained by the Finance and Budget Office, which is part of the Administrative Services Division.

LCOG's annual budget for FY2019-20 is estimated at \$51.7 million, including fund balances. LCOG does not have taxing or law making authority, so almost all of LCOG's funding is from grants and contracts. The grants and contracts are grouped into four major fund types: General Fund, Special Revenue Fund; Proprietary Fund and Fiduciary Fund. LCOG follows the requirements of the State of Oregon in the preparation and adoption of its annual budget. These rules are different than the requirements for cities and counties in Oregon.

The Local Government Personnel Institute (LGPI) had been operating as a unique ORS 190 organization throughout Oregon. LGPI has, for many years, offered HR/Personnel services, labor relations services, background checks, and investigations state-wide. This particularly benefits smaller agencies that may not have the resources to provide these services internally. The League of Oregon Cities (LOC) took on the role as parent organization to LGPI. After a number of years, the LOC Board directed the dissolution of LGPI and the transition of LGPI's portfolio of services to Lane Council of Governments (LCOG) in cooperation with the LCOG Board.

I. SCOPE OF WORK

1. PURPOSE OF RFQ

LCOG invites statements of qualifications from qualified human resources professionals for the wide range of general human resources/personnel services. Our objective is to develop a pool of individuals or firms best qualified to provide one or more of the following services, to be offered state-wide:

- Provide technical assistance/provide quick responses to public employer HR questions, e.g. FLSA, FMLA, OFLA, hiring, employment policy, etc.
- Job Analysis/job description development
- Compensation surveys
- Wage and hour assistance
 1. FLSA Analysis

2. Wage and Hour claims

- Policy development
- Background checks
- Conduct employment investigations as needed or coordinate employment investigations.
- Performance measurement system development
- Organizational structure review and design
- Human resources audits
- Dispute resolution/mediation

2. SCOPE OF HUMAN RESOURCES/PERSONNEL SERVICES REQUIRED

- A. Provide one or more service(s) listed under “Purpose Of RFQ” to government agencies throughout Oregon in a timely way with professional competence. Responses need not provide services in all areas; one or more.

3. MEMBER/SERVICE INTERGOVERNMENTAL AGREEMENTS (IGAs)

A. Service IGAs

LCOG will enter into IGAs with individual government agencies for which services are to be provided and contractor(s) will be a subcontractor to LCOG on the IGA. All work performed under the umbrella of this RFQ will be performed in accordance with IGAs between LCOG and the other government agencies.

II. PROPOSER QUESTIONS AND REQUESTS

1. RFQ Clarification

Any individual or firm requiring further clarification of the proposal procedures contained herein should submit specific questions to:

Howard Schussler, Government Services Director
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401
hschussler@lcog.org

Questions must be received prior to close of business on **June 12, 2020** to be considered. A written response will be provided to those questions that are deemed appropriate. The response will be in the form of an addendum and will be posted on LCOG’s web site and sent to all individuals or firms who/that have previously submitted a proposal in response to this RFP.

III. MANDATORY REQUIREMENTS

To be considered as a qualified contractor, the statement of qualifications must meet the following requirements:

- 1) The statement must demonstrate that the individual or firm has the necessary education/training and experience/years of practice to provide one or more of the services.
- 2) The statement must clearly describe which specific service or services the individual or firm is proposing to provide.
- 3) The statement of qualification must provide the names of individuals who may be providing the services along with adequate examples or samples of work or description of experience to demonstrate professional proficiency in each service area the individual or firm is proposing to provide. This can be as simple as a resume or as detailed as the individual or firm is comfortable providing.
- 4) Hourly rates for each service or, if an hourly rate is not applicable, the rate for the specific service.
- 5) At least three professional references.

IV. STATEMENT OF QUALIFICATION SUBMITTAL PROCEDURES

Schedule

Event	Deadline/Date
Advertise/Issue request for qualifications	May 26, 2020
Contractor’s written questions and requests to LCOG received by	June 12, 2020
Final proposals due by 2pm	June 19, 2020
Statements of Qualifications reviewed by	June 26, 2020
Notice of inclusion in the contractor pool on or about	July 7, 2020

Submittal of Statements of Qualifications is the sole responsibility of the contractor. The contractor accepts all risks of late delivery of Statements of Qualifications or of missed delivery regardless of fault. Statements of Qualifications received after the date and time indicated above may not be considered for inclusion in the contractor pool.

Right to Retain Statements of Qualifications

LCOG reserves the right to retain all Statements of Qualifications submitted and to use any ideas in a Statement regardless of whether that Statement and contractor is selected for inclusion in the pool. Submission of a Statement of Qualifications indicates acceptance by the individual or firm of the conditions contained in this RFQ unless clearly and specifically noted in the Statement of Qualifications submitted and confirmed in the contract between LCOG and the individual or firm selected.

Cost of Preparing a Statement of Qualifications

The RFQ does not commit LCOG to paying any costs incurred by any individual or firm in the submission or presentation of a Statement, or in making the necessary studies for the preparation thereof.

PROPOSAL CONTENT AND FORMAT

To simplify and expedite the submission and review process, LCOG requests that individuals or firms prepare Statements of Qualifications using the following guidelines:

1. A cover letter indicating the individual or firm's interest in inclusion in the LCOG contractor pool for human resources/personnel services to be delivered to government agencies state-wide.
2. A list of or description of the services the individual or firm is interested in providing under this RFQ.
3. The names of each individual who will be providing the services.
4. A description of education, knowledge, skills, abilities, and experience (and specific public sector experience) qualifying the individual or firm to provide these services.
5. Adequate samples or examples of work to support the description in number 4, above.
6. Hourly rates or other unit rates for each service the individual or firm proposes to provide.
7. At least three professional references.
8. Minority, Women-owned, Veteran-owned, and Emerging Small Business
 - It is the policy of LCOG to achieve race, gender equity, veteran status, and to foster small business opportunity in the award and implementation of contracts and subcontracts. The goal is to build a diverse and prosperous group of contractors and trained employees who can effectively compete in business, while obtaining quality goods and services in a competitive, efficient, and non-discriminatory manner.
9. The individual or firm will certify in its offer that it has not and will not discriminate against an employee or subcontractor in employment or in awarding a subcontract because the employee or subcontractor is a minority, women, veteran, or emerging small business enterprise.

V. STATEMENT REVIEW AND INCLUSION IN THE CONTRACTOR POOL

1. LCOG will review all timely Statements of Qualifications

LCOG reserves the right to:

- A. Reject any or all submission(s) not in compliance with all public procedures and requirements.
- B. Reject any submission (s) not meeting the specifications set forth herein.
- C. Waive any or all irregularities in submissions.
- D. Consider the competency of individuals or firms in making any award.
- E. Reject all submissions.

2. LCOG will include all individuals and firms meeting the requirements of this RFQ in the contractor pool. This does not mean that LCOG will use all or any individual or firm from the contractor pool or imply any obligation by LCOG to use any individual or contractor for human resources/personnel services.