

REQUEST FOR PROPOSAL

Proposals are now being accepted in the Office of the City Manager, 745 Forest Parkway, Forest Park, Georgia 30297 for:

To Audit: Recruitment, Hiring, Promotions, Disciplinary, and Termination Procedures.

Proposals must be received in the Office of the City Manager no later than **2:00 p.m. on March 21, 2018.**

Any Proposals not received by that time will be returned unopened.

Proposal specifications will be available in the City Manager's Office. The City reserves the right to reject any and all Proposals and to re-advertise. Proposals shall be submitted in a sealed envelope clearly marked: Human Resources Audit.

City of Forest Park

Request for Proposal of Professional Consulting Services

To Audit: Recruitment, Hiring, Promotions, Disciplinary, and Termination Procedures.

The purpose of this Audit is to conduct a more in depth analysis of the Department's function to identify areas of strength and weakness and where improvements may be needed. Conducting an audit involves a review of current practices, policies, and procedures. Areas that should be audited include, but are not limited to:

1. Recruitment and hiring procedures.
2. Promotional procedures.
3. Disciplinary and termination procedures.

The City of Forest Park presently has approximately seventy-two (72) individual full-time job titles for two hundred ninety equivalent (290) full-time budgeted positions. The City consists of nine (9) departments ranging in size from one (1) employee to one hundred and six (106). It is a diverse employee population that includes all education and working income levels. Types of work range from entry level labor and clerical to management and professional positions. None of the employees are represented by unions or bargaining agents. The departments: City Manager's Administration, Information Technology, Finance, Support Services, Planning, Building & Zoning, Recreation and Leisure, Police Services, Fire and EMS Services, and Public Works.

Procedures and Conditions:

1. The Proposer should provide a detailed written presentation on the Proposer's ability to provide the services outlined above.
2. The proposal is to identify timeframe.
3. A cost proposal for the proposed work is to be included with the project proposal.
4. The proposal must include the names of all personnel, including the lead consultant, expected to be assigned to the project, including relevant experience and education. Include in the proposal the number of years that the firm(s) has been in existence and the primary markets served. Also, must include the lead consultant and team's successful history and experience in meeting the objectives of similar projects.
5. The proposal shall include a minimum of three (3) references for work of a similar nature completed by the consultant (s). At least two (2) of the references must be city/county work. This should include names, addresses, telephone numbers and contact persons.
6. An Original and three (3) copies of the completed RFP must be submitted to the City of Forest Park, 745 Forest Parkway, Forest Park, GA 30297 City Manager's Office before 2:00 p.m., on

March 21, 2018 to be eligible for consideration. No RFP will be accepted after the above stated date and time.

7. The City of Forest Park reserves the right to reject any or all RFP's submitted.
8. An evaluation committee will determine the firm/consultant believed to be most responsive and responsible to provide the requested services. All RFP responses will be evaluated for completeness and clarity according to criteria established in the RFP.
9. All questions regarding this Request for Proposal shall be submitted in writing or by email to:

City of Forest Park
Attn: Christine Terrell, Director of Support Services
785 Forest Parkway
Forest Park, GA 30297
cterrell@forestparkga.org
404-608-2347

10. All costs related to the preparation, submittal, and/or presentation of this RFP are the responsibility of the respondent and will not be assumed in full or in part by the City of Forest Park.
11. Provide a comprehensive outline of the steps you propose in order to meet the services required in this RFP. This detail should indicate what is to be done; by title and name of the individual responsible to do it; and when it is to be completed.
12. At your option, you may provide any additional supporting documentation or information that would be helpful in evaluating your firm's qualifications and commitment.

The City of Forest Park will consider the following factors in evaluating the proposal submitted for award. The order of the factors in this list is not meant to imply the importance of one factor over another.

The reputation of the firm based on references.

The Firm's experiences, specifically municipality experience, in a project of this size and type.

The qualification and experience of key personnel assigned to the project.

The quality, availability and adaptability of the services to the particular needs requested.

The proposed pricing and fee schedule.

Following the review of proposals The City of Forest Park reserves the right to request additional information, and to schedule interviews for presentation.

Any vendor who submits a proposal may be required to make an on-site presentation of its capability to perform as described in its proposal to the City. Such a presentation will be at the vendor's expense and will provide an opportunity for the firm to clarify its proposal to ensure a thorough

CITY OF FOREST PARK
Support Services
785 Forest Parkway, Forest Park
Email – cterrell@forestparkga.org

Bidders Qualification Sheet

Company Name _____

Name _____ Title _____

Address _____ City _____

St. _____ Zip _____

Phone _____ Fax _____ E-Mail _____

1. Number of years of experience bidder has in the type of work described in specifications.

2. Name & location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidders work.

Name	Location	Year	Contact	Phone #

3. Number of employees specifically hired by proposer to perform services of type specified.

4. Additional Information _____

Signature & Title of Person Preparing this Form

Date



NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day _____ of _____, _____

Authorized Signature for Contractor: _____

Title: _____

Contractor's name (print): _____

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Notary Public Signature _____

Printed Name: _____

Phone Number: _____

Address: _____

(Note: Notary seal required for foreign Contractor.)