Village of Tinley Park, Illinois

REQUEST FOR PROPOSAL

RFP Number 2016-RFP-002

STAFFING LEVEL ANALYSIS

This Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to provide consultant services for a Staffing Level Analysis.

GENERAL REQUIREMENTS: Proposers are to submit ten (10) packets, to be opened and evaluated in private. Submit one original plus nine complete copies of the proposals.

SUBMISSION LOCATION: Village of Tinley Park- Clerk’s Office
16250 South Oak Park Avenue
Tinley Park, IL 60477

SUBMISSION DATE: Tuesday, July 26, 2016 by 4:00 p.m.
Proposal received after the time specified will not be opened.

CONTACT / QUESTIONS: Submit questions via email to Village of Tinley Park, attention Steve Tilton, at stilton@tinleypark.org or via fax at (708) 444-5099. Questions are required no less than three (3) business days prior to the Proposal opening date. Phone: (708) 444-5000. Absolutely no informal communication shall occur regarding this RFP, including requests for information, or speculation between Offeror’s or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.

CONTENTS: The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

*Notice of RFP (1 Page)
*General Terms and Conditions (3 Pages)
*Project Overview (1 Page)
*Additional Submission Requirements (1 Page)
GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP.

2. **Confidentiality:**
RFP’s and the responses thereto, are subject to the Illinois Freedom of Information Act.

3. **Reserved Rights:**
The Village of Tinley Park reserves the right at any time and for any reason to cancel this RFP or any portion thereof, to reject any or all RFP’s, and to take any other action determined to be in its best interests. The Village reserves the right to waive any immaterial defect in any RFP. The Village may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible responder. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible responder, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible responder.

4. **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFP.

5. **Award:**
Award will be based on the highest ranked responsive, responsible responder as determined by the Village of Tinley Park. The award, if any, will be based on the Village’s determination as to the best-qualified and most cost effective responder.

6. **Discussion of RFP:**
The Village of Tinley Park may conduct discussions with any responder who submits a response. During the course of such discussions, The Village shall not disclose any information derived from one RFP to any other responder.

7. **Contract Period:**
Time is of the essence. The responder shall be able to devote sufficient resources to this project.

8. **Responsibility & Default:**
The responder shall be required to assume responsibility for all items listed in this RFP. The successful responder shall be considered the sole point of contact for purposes of this contract.

9. **Consultants:**
Your firm may utilize the services of other firms to complement your expertise for specialty services. If consultants are to be used, your firm must list and identify the name and Proposal of the consultants, history of the consultant’s firm, list of previous work completed, references and similar projects.

10. **Payments:**
Payments shall be made in accordance with the Local Government Prompt Payment Act.

11. **Interpretations or Correction of Request for Proposal:**
Responders shall promptly notify The Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFP’s. Interpretation, correction and changes to the RFP’s will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

12. **Addenda:**
Addenda are written instruments issued by The Village prior to the date of receipt of Proposal, which modify or interpret the RFP by addition, deletions, clarifications, or corrections.

13. **Taxes:**
The Village is exempt from paying certain Illinois State Taxes.

14. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

15. **Insurance: Please submit certificate with your proposal**
The responders must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide The Village with evidence of insurance. Insurance in the following types and amounts is necessary:

- **Worker’s Compensation Insurance** covering all liability of the Proposer arising under the Worker’s Compensation Act and Worker’s Occupational Disease Act at statutory limits.

- **General Liability**:

  - **General Aggregate Limit** $2,000,000
  - **Each Occurrence Limit** $1,000,000

- **Professional Liability** to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.

  - **General Aggregate Limit** $2,000,000
  - **Each Occurrence Limit** $1,000,000

- **Comprehensive Automobile Liability, Bodily Injury, Property Damage**:

  - **General Aggregate limit** $1,000,000
  - **Each Occurrence Limit** $500,000

Responder agrees that with respect to the above-required insurance, The Village of Tinley Park shall:

- Be named as additional insured by endorsement as their interest may appear;
- Be provided within thirty (30) days notice, in writing, of cancellation or material change; and
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

16. **Change In Status**:
The responder shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) responder is acquired by another party; (b) responder becomes insolvent; (c) responder, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) responder ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

17. **Precedence**:
Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Proposal; and the Responders Response to RFP.

18. **Submit and Evaluation Factors**:
The contract will be awarded to the responsible, responsive responder, or any other responder determined by The Village of Tinley Park to be in the best interest of The Village, who meets or exceeds the criteria, provisions sought by The Village. The Village reserves the right to reject any or all Proposal or to waive any details in the Proposal received whenever such rejection or waiver is in the best interests of The Village. The Village also reserves the right to reject the RFP of a responder who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows, and is not in a position to perform the contract.

In determining responsibility, the following Proposal will be considered by The Village. The relative important of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

A. Prior experience in the facilitation and design of staffing level analysis for municipal organizations (30%);
B. Proven methodology for development of specific plans of action for implementation of goals derived from staffing level analysis (30%);

C. Ability to dedicate sufficient resources to the project (20%);

D. The character, integrity, reputation, judgement, experience and efficiency of the proposer (10%); and

E. Familiarity and experience with the Village of Tinley Park and/or other local government entities (10%).

Responders are instructed to submit their Proposal (A-E above), Company References, Project Manager References, Firm Proposal (along with any consultants/sub contractors) in a bound format.

As part of the evaluation process, the Village may seek additional information from firms found to have resources and methodologies best suited to this project.
PROJECT OVERVIEW

1. **Intent:**
The Village of Tinley Park intends to enter into a contract with qualified firm to conduct a staffing level analysis of select Village Departments as listed below;

- Manager’s Office
- Human Resources
- Treasurer’s Office
- Village Clerk’s Office
- Information Technology
- Marketing & Special Events

2. **Project Scope of Services:**
The Village intends to retain a qualified and committed professional firm to conduct a staffing level analysis of select Village Departments, to include workload management and objectives for the short and long term, taking into consideration job satisfaction among employees.

In projecting current and future needs, the consultant shall consider policy changes, mandatory regulatory changes, planned growth and expansion, restructuring, and any number of other factors that could change staffing requirements.

**Task 1 – Staffing Level Analysis**
- Utilizing survey results and comparable information, the consultant shall prepare a staffing level analysis of select Village Departments to include:
  - actual number of staff in select Departments;
  - comparative information to other municipalities’ staffing;
  - recommended guidelines by Department, sufficient to provide services to the residents of the Village of Tinley Park; and
  - recommendations related to potential changes in staffing levels to increase productivity efficiency.

**Task 2 – Report to Village**
- The consultant shall work with the Village to review the information obtained from the staffing level analysis and shall prepare a final report to the Village.

Proposing firms are encouraged to expand upon this outline and recommend additional value-based services as a part of the approach while also being cognizant of costs.

**Preliminary Selection Schedule**

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>a) RFP Issuance</td>
<td>July 5, 2016</td>
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<tr>
<td>b) RFP due @ 4:00 pm</td>
<td>July 26, 2016</td>
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<tr>
<td>c) Village Committee Discussion</td>
<td>August, 2016</td>
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<tr>
<td>d) Approval at Village Board Meeting</td>
<td>August or September, 2016</td>
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ADDITIONAL SUBMISSION REQUIREMENTS

1. An overview of the Consultant, its history, staff and principals.

2. Describe in detail the Consultant’s experience in Staffing Analysis.

3. Provide a list of clients to whom the Consultant has provided similar services.

4. Describe the makeup of the project team.

5. Provide a detailed breakdown of the fee structure and costs associated with fulfilling the requirements of the scope of services. The fee for services is expected to include fees for ALL consultants. Include a schedule of hourly rates for team members.

6. Provide a statement from Consultant’s counsel that there is no material or threatening litigation, or contractual or other business relationship, involving Consultant or the principals, shareholders, officers, directors or employees that would prevent or limit the Consultant from providing any and all of the services or would constitute a conflict of interest or cause the appearance of impropriety.

7. Provide a time line for the delivery of services of the project.

8. Provide multiple references for all members of the team with contact names and numbers.