



ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REQUEST FOR PROPOSALS

FOR

PERSONNEL POLICY MANUAL

Issued by

The Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd
Garden Grove, CA 92843

February 1, 2022

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

**REQUEST FOR PROPOSALS
(RFP)**

PERSONNEL POLICY MANUAL

STANDARD INSTRUCTIONS TO VENDORS

February 1, 2022

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Orange County Mosquito & Vector Control District (OCMVCD), Garden Grove, California, is seeking proposals from qualified firms experienced with government agencies, special districts and/or municipal organizations to complete a comprehensive review and revision in its entirety of the District's current Personnel and Salary Resolution NO.415. As a part of this RFP, it is expected that existing personnel policies may be simplified, de-conflicted, updated, and rendered best practice, as requested by the District Manager and members of the Board of Trustees. It is also expected that, in a separate cost proposal, training to all supervisors on interpreting and implementing the updated personnel policies will be included in order to ensure that there is a shared understanding and consistency throughout the organization.

II. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

A. CONTACT INFORMATION

Supplemental information requests may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, 92843. Project contacts are as follows:

Tina Pacific
Human Resources Manager
tpacific@ocvector.org
(714) 971-2421 Ext. 139

or

Elizabeth Escobar
Human Resources Specialist
eescobar@ocvector.org
(714) 971-2421 Ext. 158

Written questions for clarification concerning this RFP should be directed to:

Tina Pacific
Human Resources Manager
13001 Garden Grove Boulevard
Garden Grove, California 92843
tpacific@ocvector.org

Requests for clarification and other questions concerning this RFP must be in writing and shall be submitted to the contact identified above no later than 3:00 p.m. (PST) on Thursday, February 17, 2022.

B. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

The District will accept proposals through 3:00 p.m. PST February 28, 2022. Proposals in response to this RFP must be delivered in a sealed envelope to the address below:

Tina Pacific, Human Resources Manager
Human Resources Office
13001 Garden Grove Blvd.
Garden Grove, CA 92843

If submitted in written form, please include four (4) original copies of all required submission materials. Proposals must be clearly marked as follows:

“PERSONNEL POLICY MANUAL REVIEW”

If submitted electronically, please include all pertinent documents. The Subject Line shall read as follows: “PERSONNEL POLICY MANUAL REVIEW”.

Address the submittal to the following recipients:

tpacific@ocvector.org
eescobar@ocvector.org

III. PROPOSAL ORGANIZATION AND FORMAT

Consultants responding to this RFP must include the following information:

- A. Cover letter, RFP signature page: Include here any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant’s organization who is responsible for the submittal and is authorized to submit on behalf of their organization. An electronic signature(s) will be accepted if submitting electronically.

- B. Qualifications of the submitting consultant and any sub-consultants who are team members:
The specific qualifications of the consultant(s) to accomplish the work outlined in the scope of services should be included. Identify projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work.
- C. Qualifications of the individuals who will work on the project: The qualifications must identify the project manager and explain how this point of contact will lead the consultant's efforts. If interviews are required for selection, it will be necessary for the proposed project manager to conduct a majority of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included. List any ongoing commitments on other projects and availability of staff assigned to project.
- D. Project approach: The proposed approach must include the specific tasks anticipated for the project, including how each task would be implemented and the team members who would be responsible for each task.
- E. Separate cost proposal: The submittal shall include a separate sealed envelope, labeled as "Project Fee", containing the estimated hours by task and a not-to- exceed lump sum fee if filed using a hard copy. If additional or alternative efforts are recommended, these should be broken out separately from the primary tasks. Training costs will be identified in a separate cost proposal from this RFP.

If submitting electronically, please include as a separate file and include the attachment titled "Project Fee".

IV. GENERAL INFORMATION

The Orange County Mosquito and Vector Control District is a special district governed by a Board of Trustees comprised of 35 members, of which 34 members are each appointed by the city they represent within the District, and one Board member is appointed by the Orange County Board of Supervisors and represents the unincorporated area of the County-at- Large. The District maintains a year-round operational control and disease surveillance program for mosquitos, rats, flies, and fire ants.

V. SCOPE OF SERVICES

The District is seeking to work with a contractor's team of creative individuals with experience with special districts and municipal organizations. The scope of work outlined below should not be viewed as

rigid and the consultant is encouraged to offer alternative or additional efforts for this project where appropriate.

The District's intent is for the consultant to review the current Personnel & Salary Resolution NO.415 and:

A. All proposals must be made on the basis of and either meeting or exceeding the requirements contained herein. Failure to provide any of the following requirements may be cause for the proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum:

1. Identify which policies are required by Federal and State law.
2. Make specific recommendations to simplify the policies and ensure they are consistent and flexible while protecting the District from liability.
3. Make specific recommendations on which policies present conflicting information.
4. Compare the current Personnel Salary Resolution to best practices found in other California municipalities and special districts to provide recommendations for improvement. As part of this review, all current content will be considered for amendment or replacement including but not limited to:

- Title of the Document
- General Personnel Regulations
- Work Schedule/Period
- Pay Practices
- General Personnel Provisions
- Employee Recognition
- Reimbursement Programs
- Tuition Reimbursement
- Disciplinary Action
- On-the-job Injury, Workers' Compensation Supplement Pay
- Insurance
- Payoff/Buyback Provisions
- Retirement
- Drug & Alcohol Abuse Policy
- Harassment Policy
- Rules of Conduct

5. Once completed, provide training of new Personnel Policy Manual to supervisors and other appropriate District staff.

B. KEY EVENT DATES

Listed below are estimated dates and times of actions related to this Request for Proposals (RFP). In the event that the District finds it necessary to change any of the specific dates and times, it

will do so by issuing amendments to this RFP. Failure by the District to issue amendments to this schedule will not invalidate this selection process.

DATE	EVENT
February 1, 2022	Posting of RFP for Public View
February 1, 2022	Advertise RFP
February 3, 2022	RFP Open
February 17, 2022	Deadline for submissions of Questions
February 28, 2022	Proposals due on or before 3:00 p.m. (PST)
March 14-18, 2022	Interviews/presentations (if required)
April 21, 2022	Presentation to Policy and Personnel Committee
May 19, 2022	Board Review /Approval
May 23, 2022	Agreement start date (estimated)
August 1, 2022	Agreement completion (review and submit recommendations to the District)

C. ANTICIPATED DELIVERABLES

1. Consultant will meet with Human Resources staff to review project planning, coordination, and the current Personnel Salary Manual to be updated and studied, in order to clarify Scope of Services, issues, concerns, desired outcomes, and defined expectations. It is anticipated that the consultant will need to meet with District staff on a regular basis during the course of the project to review interim work products and to receive direction and input from Human Resources, the District Manager, and others in the District’s management team.
2. Consultant will obtain all pertinent District documents, such as current Personnel Salary Manual, collective bargaining agreements, and other documents as required to fulfill agreement.
3. Consultant shall prepare a draft written report describing the Personnel Policy Manual review process, methodology, findings, and recommendations.
4. Consultant shall prepare a draft update of the current Personnel Policy Manual to reflect best practices and recommended policies and to ensure legal compliance with current legislation. Consultant shall make every reasonable effort to streamline the Personnel Policy Manual so that it is an easy-to-use guide for both District employees and management, while ensuring the necessary professional outcomes and appropriate policy language are present to provide a best practice product that also protects the District of employees’ practices liability.
5. Consultant shall review the draft update to the Personnel Policy Manual with Human

Resources staff, District Manager, and others in the District management team.

6. Consultant shall prepare a final Personnel Policy Manual incorporating revisions resulting from such review.
7. Consultant shall provide curriculum for training of supervisors on the updated Personnel Policy Manual. As part of this curriculum, consultant will develop a summary of key changes to accompany the updated Personnel Policy Manual to aid with communication plan and training. These training costs will be identified in a separate cost proposal from this RFP.
8. Consultant shall provide all deliverables in electronic format suitable for ongoing customization and revision, as from time to time requested or directed by the District.

VI. CONSULTANT SELECTION AND AWARD PROCESS

A. REVIEW OF SUBMITTALS

The District's evaluation committee may include the District Manager, Human Resources Manager, and other relevant District staff members. The evaluation committee will review the proposal and references and may request interviews/presentations. The resulting information will be used to rate the submittals.

The evaluation committee reserves the right to make a selection based on submittals without scheduling interviews. The evaluation committee's scoring will be tabulated, and submittals ranked based on the numerical scores received. The total, aggregate, fee agreement maximum value may not exceed \$25,000. The District assumes no responsibility for the payment of sub-contractors that may arise out of a proposal or subsequent agreement.

B. INTERVIEW/PRESENTATIONS

Top-scoring consultants, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the District. The District will make every reasonable attempt to schedule each interview/presentation at a time that is mutually agreeable between the consultant and District. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of an agreement.

C. FINAL EVALUATION

Upon completion of any interviews/presentations by proposers, the District's evaluation committee will gather and review all information obtained, conduct possible reference checks, review project fee, and other pertinent factor(s) that may arise and/or be included by the District in the selection process.

D. RIGHT TO REJECT PROPOSALS AND NEGOTIATE AGREEMENT TERMS

The District reserves the right to reject any and all proposals without cause or notice, such as if determined that one or another does not satisfactorily meet the needs, qualifications, product, and/or outcomes required or desired. The District reserves the right to negotiate the terms of an agreement, including the award amount, with the selected proposer or any other person, even with someone who has not submitted a proposal, prior to entering into an agreement. Selection, award, terms, conditions, and amount are each within the sole discretion of the District Manager.

E. LATE PROPOSALS

The District may deem a proposal as late if received at any time after 3:00 p.m. PST on February 28, 2022. Proposals received after this time on this date will be marked "LATE PROPOSAL," will not be considered and will be returned to the consultant unopened.

F. PROPOSAL PROPERTY

All proposals become the property of the District upon submission and subject to California's public records laws. Nothing contained in any submission will be considered proprietary or a trade secret and a submission will act as an irrevocable acknowledgment of this by the proposer.

G. AMENDMENTS TO RFP

The District reserves the right to amend the RFP by addendum or to waive minor irregularities. If necessary, the proposal submittal deadline will be extended to allow proposers additional time to respond to the RFP addendum. The District may waive conflicts.

H. NON-COMMITMENT

This RFP does not commit the District to award an agreement to any person; to pay any person's costs, fees, or expenses incurred in the preparation of a proposal for this request; or to procure or contract for services. The District reserves the right to accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety the RFP, without cause and without notice, such as, but not limited to, if the District Manager determines it is in the best interests of the District to do so.

VII. INSURANCE REQUIREMENTS

A. Insurance Requirements:

The Awardee shall produce and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Awardee, his agents, representative, employees, or subcontractors.

B. Insurance Coverages & Limits Required:

The Awardee shall maintain limits of insurance no less than:

- | | |
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| 1) Worker's Compensation: | As required by the state of California. Awardee shall provide a waiver of subrogation endorsement, under the terms of the workers' compensation insurance. |
| 2) General Liability: | \$1,000,000 per occurrences for bodily injury, personal injury, and property damage. |
| 3) Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 4) Professional Liability
(Errors & Omissions): | \$2,000,000 per occurrence. |
- All insurance requirements shall be submitted with Awardee's proposal.
 - If Awardee maintains higher limits than the minimum shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the Awardees.
 - The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance and shall be provided with an additional insured endorsement on the general liability policy.
 - All insurance to be provided by the Awardee shall be issued by a company authorized to do so in the State of California.

C. Substitutions

NO substitutions or cancelations are permitted after award without written approval by the Purchasing Agent.

D. Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Invoices shall be submitted to using departments. Upon acceptance of work, the District will render payment within forty-five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until said work or services are completed and accepted.

1) Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable.

2) Termination for Cause

Termination by the District for cause, default, or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.