



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

REQUEST FOR PROPOSALS
to provide
HUMAN RESOURCES ADVISORY SERVICES

RFP Issue Date: August 29, 2018

Response Due: September 25, 2018 3:59 p.m.

Central Texas Regional Mobility Authority
3300 North Interstate 35, Suite 300
Austin, TX 78705
Attn: Mary Temple

**Central Texas Regional Mobility Authority
Request for Proposals (“RFP”) for Human Resources Advisory Services**

I. INTRODUCTION

The Central Texas Regional Mobility Authority (“CTRMA”) is soliciting responses from firms to provide CTRMA with “on-call” Human Resources Advisory Services (“HR Consultant(s)”). CTRMA, as further described below, has a small, mostly professional staff. It wishes to provide HR services to its employees through the use of in-house staff, general and outside counsel, and outside HR consultants. The scope of this solicitation is for the outside HR consultants. It is contemplated that the in-house HR staff person will request, confer with and rely on the HR consultants for advice, data and training, as needed, on the entire range of HR issues, with known examples of some of those issues shown below. The HR consultant may also be asked to confer with either general or outside counsel on various issues. Firms responding must demonstrate a history of providing expert advice to governmental agencies, including but not limited to advice in the areas of: Employment Laws and Regulations, Performance Management, Conflict Management and Resolution, Organizational Enhancement, and Benefits and Compensation.

CTRMA will use the services of one or more successful responders (contractors) from time to time as needed. To help achieve the scope of this Solicitation, CTRMA reserves the right to award to multiple vendors for any service or group of services. Awards may be made by item, group of items, or one award for all items, whichever is most efficient and convenient to CTRMA.

CTRMA has designated what it believes to be estimated services it will require in some of the HR areas that are the subject matter of this solicitation. At any time during the term of the contracts awarded hereunder, CTRMA may increase or decrease the scope of the services necessary to accomplish the general purpose of the contract.

Responder(s) selection may be a multi-phase process. Phase I will qualify a short list of responders based on the evaluation factors listed below. If necessary, Phase II will be based on oral or written presentations, or both, and/or interviews if requested. CTRMA reserves the right to make award determination(s) based solely on Phase I evaluations.

Certain information is necessary to evaluate each interested firm’s ability to provide the desired services. This RFP details the information that will enable CTRMA to evaluate properly the abilities of the responding firms. Responses received by CTRMA will be reviewed by a staff committee to identify those most qualified and experienced respondents who may best serve CTRMA on specific assignments. The final selection of HR Consultant(s), if any, will be made by the CTRMA Board of Directors following completion of the review of responses, firm interviews (if necessary) and negotiation of a satisfactory fee.

II. DESCRIPTION OF THE CTRMA

CTRMA is a regional entity granted broad powers under state law to study, design, construct, operate, expand, enlarge, and extend transportation projects in the region of the authority (i.e., Travis and Williamson Counties) and adjacent areas as permitted by law. Transportation projects over which CTRMA may exercise responsibility include but are not limited to toll highways and facilities, freight and passenger rail facilities, intermodal hubs, and systems of transportation

projects. The powers and duties exercised by CTRMA and its Board of Directors are impacted by numerous federal and state laws, rules, and regulations.

III. SCOPE OF SERVICES

The services to be provided by any HR Consultant(s) may include, but shall not be limited to, the following:

1. Evaluating and providing advice concerning employee compensation and benefits, including conducting compensation surveys.
2. Providing general employment information and guidance.
3. Assisting CTRMA with recruitment efforts.
4. Advising CTRMA on employee relations matters.
5. All other services usually necessary and required of HR Consultant(s), whether specifically outlined in the scope of services or not.

IV. CONTENT OF RESPONSE

Firm responses for Phase I must include the following information and should present this information in the same order as appears below:

1. General firm information and principal contact.
2. Three (3) references, with telephone and email contact information.
3. Key personnel to be assigned to this engagement, with the anticipated role of each person. Include brief biographies of each individual (full resumes may be included as appendix material, but should not be included in the main body of the firm's response).
4. Summary of how the firm charges fees for the services described in this RFP, including specific hourly rates for key personnel and/or alternative proposed fees or fee structures. The proposal should be based on the prospect that the HR Consultant(s) may be engaged for an initial term of 3 years and may include 2 renewal options for a period of 1 year each, terminable at the desire of either party with 60 days notice.
5. Summary of the firm's experience in serving as HR Consultants in the State of Texas for the past five years (2013-2018).
6. Identify Texas public entities that have engaged the firm as HR Consultants since 2013. Indicate whether the firm continues to serve as HR Consultants to such entities and state whether any such entities have terminated the HR Consultants relationship and why.
7. Identify any litigation (including any formal administrative proceedings) in which the firm is currently involved or has been involved since 2013. Indicate the current status or disposition of such litigation proceedings.
8. Identify all lawsuits, complaints or other filings against the firm regarding equal employment, discrimination or sexual harassment and the disposition of any such matter.

9. Disclose all contractual or informal business arrangements/agreements, including fee arrangements and consulting agreements, between the responding firm and CTRMA and/or the Board, or any entity that provides services to CTRMA.
10. Indicate any formal or informal relationship the firm or staff has with any corporation, consultant, or other person which could create a conflict of interest or the appearance of a conflict with the firm's services as HR Consultants, if selected. Indicate your willingness to comply with CTRMA's Conflict of Interest Policy for Consultants – Disclosure Statement Form (available on CTRMA's web site at www.mobilityauthority.com). Compliance with the Policy is required prior to the award of any contract.
11. It is the intent of CTRMA to encourage participation of Historically Underutilized Businesses ("HUBs"), Disadvantaged Business Enterprises ("DBEs"), minorities, and women in all facets of CTRMA's activities. To this end, please indicate whether the responding firm is a certified HUB or DBE, and if so provide supporting documentation, including evidence of certification through the State of Texas or a Texas regional certification agency.

V. SELECTION OF HR CONSULTANT(S)

CTRMA will make its selection of any HR Consultant(s) based on demonstrated competence, experience, knowledge, and qualifications, as well as the reasonableness of the proposed fees compared to other vendors. The selection committee will score the proposals based on the pre-established criteria below.

Evaluation Factors:

Phase I factors-----as weighed into 100%

Cost	35%
Experience and Resources of Firm	30%
Qualification of Specific Personnel	30%
HUB/DBE commitment	5%

Phase II (if used) factors -----as weighed into 100%

Presentation (written, or oral, or both)	20%
Personnel	30%
Work Samples	50%

CTRMA may select one or more HR Consultants based solely upon its Phase I evaluation. CTRMA may, but shall not be required to, conduct Phase II of the selection process with one or more responding firms. CTRMA may select one or more additional HR Consultants following Phase II of the selection process (if held). Firms are advised that the submission of additional materials may be required as part of any Phase II evaluation. CTRMA reserves the right to utilize Phase II of the selection process to supplement and/or clarify a firm's Phase I response. CTRMA

reserves the right to negotiate services to be provided and to reject any and all proposals. CTRMA has not committed itself to contract with any HR Consultant(s). CTRMA reserves the right to make those decisions, and the Board's decision on those matters is final.

VI. RESPONSE FORMAT AND REQUIREMENTS

The information requested in Paragraph IV above must be limited to twenty (20) pages in length exclusive of professional resumes, cover sheets, flyleaves, tables of content, dividers, requested appendices, etc. Submittals of responses greater than the specified twenty (20) page limit will not be reviewed. All submitted material must be printed on one side only except for preprinted marketing brochures. The minimum type size allowed is 11 point.

In addition to that information, please complete the following Scope of Services Examples by Category Table. Cost should be per hour, and may be a range amount which depends upon qualification levels and experience of personnel used by the company, if those ranges and categories of personnel are explained. Delivery timeline should be in hours or business days to accomplish the type of item as listed.

SCOPE OF SERVICES EXAMPLES BY CATEGORY:

Service	Hourly or Flat Rate	Cost	Delivery	Timeline
Evaluation of employee compensation & benefits	_____	_____	_____	_____
Conduct compensation survey per position	_____	_____	_____	_____
Assist in recruitment				
Advise on employee relations issues	_____	_____	_____	_____
Provide general employment information and guidance	_____	_____	_____	_____

ONE ORIGINAL AND FOUR (4) COPIES OF THE FIRM'S RESPONSE MUST BE RECEIVED IN THE OFFICES OF THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY, 3300 NORTH INTERSTATE 35, SUITE 300, AUSTIN, TX 78705 CLEARLY MARKED TO THE ATTENTION OF MARY TEMPLE BEFORE 4:00 PM CST, SEPTEMBER 25, 2018 TO BE ELIGIBLE FOR CONSIDERATION.

VII. QUESTIONS CONCERNING THE RFP; LOBBYING PROHIBITION

Questions concerning this RFP shall be directed in writing to Mary Temple, Controller, at CTRMA, 3300 North Interstate 35, Suite 300, Austin, TX 78705 or via email at mtemple@ctrma.org. All Questions concerning this RFP shall be submitted no later than 12:00 p.m. on Wednesday, September 19, 2018. Responses to questions posed may be posted on the CTRMA website (<https://www.mobilityauthority.com/business/opportunities/procurements>). Interested parties are responsible for monitoring the CTRMA web site for information, updates, or announcements regarding this RFP.

Except as described in the preceding paragraph, Firms responding to this RFP are prohibited from contacting any members of CTRMA's Board of Directors, Executive Director and Staff about this procurement until it is completed. Violation of this prohibition is grounds for disqualification from further consideration in this procurement.

VIII. COST OF RESPONSES

All costs directly or indirectly related to preparation of a response to this RFP or any later presentations required to supplement and/or clarify the RFP response shall be the sole responsibility of and shall be borne by responders.

IX. RELEASE OF INFORMATION AND PUBLIC INFORMATION ACT COMPLIANCE

All responses to this RFP shall be deemed, once submitted, to be the property of CTRMA. Responses may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If CTRMA receives a request for public disclosure of all or any portion of a response, CTRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

X. RESPONDER'S ACKNOWLEDGEMENT

By submitting a response to this RFP, each responder unequivocally acknowledges that the responder has read and fully understands this RFP, and that the responder has asked questions and received satisfactory answers from CTRMA regarding any provision of this RFP with regard to which the responder desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by CTRMA, the property of CTRMA and may not be returned.