



City of Grain Valley

711 Main St
Grain Valley, MO 64029
Phone: 816-847-6292

**2020
REQUEST FOR PROPOSALS FOR
EMPLOYEE HANDBOOK REVIEW & UPDATE
RFP #2020-01**

The City of Grain Valley and will accept sealed proposals from qualified firms interested in providing the following:

**Four (4) Signed Copies
MUST BE RECEIVED BY:
3:00 P.M. February 28, 2020**

Please mark your submittal "Sealed Proposal –2020 Employee Handbook Review & Update” and send it to:

**City of Grain Valley
Attention: Khalilah Holland, Human Resources Administrator
711 Main St.
Grain Valley, Missouri 64029
816-847-6292**

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign and return this form with their submittal.

Company Name	Authorized Person (Print)
_____	_____
Address	Signature
_____	_____
City/State/Zip	Title
_____	_____
Telephone #	Date
Fax #	Tax ID #
_____	_____
E-mail	Entity Type
_____	_____

Cover Title-Signature Page
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PROJECT

The City of Grain Valley (“City”) is hereby accepting Requests for Proposals (RFP) from qualified consultants or Human Resources professionals experienced with municipal organizations to complete a comprehensive review and make recommendations to update the City’s Employee Handbook. As a part of this RFP, it is expected that existing personnel policies may be simplified, de-conflicted, updated, and rendered best practice. 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 there is a shared understanding and consistency throughout the organization.

This RFP provides interested consultants with information to prepare and submit a proposal for consideration by the City regarding its consultant services to review and make recommendations for a quality City Employee Handbook consistent with human resources policy best practices. This RFP process is intended to identify potential consultants with which the City may, in its sole discretion, choose to enter into an agreement for the proposed consulting services. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City to pursue an agreement with any proposer. All negotiations are subject to the consideration and discretionary approval of the City, which may, at its sole discretion, accept or reject any and/or all proposals and agreements.

PART I

GENERAL INFORMATION

The City of Grain Valley, located in eastern Jackson County, Missouri, is a growing community of approximately 14,000 residents. The City is a municipality operating under a 4th class form of government with six Aldermen elected at-large and Mayor. The City Administrator, appointed by the Board of Aldermen, is the chief executive responsible for the administration of the various departments, the enforcement of all local ordinances, and implementation of policies adopted by the Board of Aldermen.

The City employs approximately 62 full-time employees, 30 part-time employees, and 12 seasonal employees. Employees are paid on a bi-weekly basis. Full-time employees are eligible for various benefit programs, including health, dental, vision, and life insurance. Within the City organization, there is one (1) collective bargaining unit: Fraternal Order of Police West Central Missouri Regional Lodge #50 (Police Officers & Sergeants). The City is a member of Midwest Public Risk (MPR), which provides liability insurance and risk management services. MPR also administers the City’s workers compensation program. The current Employee Handbook was updated in August 2015.

The City has four (4) departments: Administration, Community Development, Parks & Recreation and Police. The Administration department is comprised of the City Administrator, Deputy City Administrator, City Clerk, Human Resources Administrator and the Municipal Court Administrator. Community Development includes Planning & Engineering, Information Technology, Fleet Maintenance and Public Works Division.

DESCRIPTION OF THE PROJECT

The City is seeking to work with a consultant's team of creative individuals with experience in municipal personnel administration in Missouri. 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 he/she believe appropriate.

The City's intent is for the consultant to review the current Employee Handbook and:

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 City from liability.
3. Make specific recommendations on which policies present conflicting information.
4. Compare the current Employee Handbook to best practices found in other Missouri municipalities and provide recommendations for improvement. As part of this overall review, emphasis on the following individual policies included:
 - a. Drug & Alcohol Policy (Drug-free Workplace, Commercial Driver's License, and Alcohol/Controlled Substance Policy)
 - b. Review to ensure that the policies are consistent with federal and state law.
5. Separately identify costs to train Supervisors on any recommended changes to the Employee Handbook.

Listed below are estimated dates and times of actions related to the RFP.

Date	Event
January 15, 2020	Issue RFP
February 28, 2020	Proposals due on or before 3:00 P.M.
March 2, 2020	Review of RFPs
March 23, 2020	Board of Aldermen approval
March 30, 2020	Agreement execution
July 1, 2020	Revised Employee Handbook complete

Questions regarding this Request for Proposal should be directed via email to:

Khalilah Holland
Human Resources Administrator
kholland@cityofgrainvalley.org

Submissions must be turned in to Khalilah Holland at kholland@cityofgrainvalley.org by February 28, 2020 at 3 PM. Late submissions will not be accepted.

PART II

AGREEMENT

After the Board of Aldermen's approval, the successful consultant will be required to sign an agreement with the City of Grain Valley that will incorporate this RFP and the final negotiated response proposal.

PART III

SCOPE OF SERVICES

1. Consultant will meet with City Administration staff to review project planning, coordination, and the current Employee Handbook to be updated and studied, in order to clarify Scope of Services, issues, concerns, desired outcomes, and defined expectations. It is anticipated the consultant will need to meet with City staff on a regular basis during the project to review interim work products and to receive direction and input from City Administration, Department Heads and City Attorney.
2. Consultant will obtain all pertinent City documents, such as the current Employee Handbook and Collective Bargaining Unit Agreements and other documents as required to fulfill agreement.
3. Consultant will prepare a draft written report describing the Employee Handbook review process, methodology, findings, and recommendations.
4. Consultant will prepare a draft update of the current Employee Handbook to reflect best practices and recommended policies and to ensure legal compliance with current legislation. Consultant shall make every reasonable effort to streamline the Employee Handbook so that it is an easy-to-use guide for both City 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 City from employee practices liability.
5. Consultant will review the draft update to the Employee Handbook with City Administration, Department Heads and the City Attorney.
6. Consultant will prepare a final Employee Handbook incorporating revisions resulting from such review
7. Consultant will provide curriculum for training of supervisors on the updated Employee Handbook. As part of this curriculum, consultant will develop a summary of key changes to accompany the updated Employee Handbook to aid with communication plan and training. These training costs will be identified in a separate cost proposal from this RFP.
8. Consultant will provide all deliverables in electronic format suitable for ongoing customization and revision, as from time to time requested or directed by the City.

PART IV

SUBMISSION OF PROPOSALS

Proposals will be submitted by February 28, 2020 by 3 PM CST in the form of four (4) copies. Mark and deliver to:

City of Grain Valley
Attention: Khalilah Holland, Human Resources Administrator
711 Main St.
Grain Valley, Missouri 64029

Sealed Proposal –2020 Employee Handbook Review & Update

The information to be submitted shall be organized as listed below and on 8 1/2” by 11” pages with minimum 11-point font size, double sided, exclusive of front and back covers and tabs. Submissions may be spiral bound. All information should pertain to one of the categories listed and have relevance to this project.

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.

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.

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 most 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.

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.

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.

PART V

SELECTION PROCESS

Review of Submittals

The City’s evaluation committee may include the City Administrator, Deputy City Administrator, Human Resources Administrator and City Attorney.

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

select based on submittals without scheduling interviews. The evaluation committee’s scoring will be tabulated, and submittals ranked based on the numerical scores received.

Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
<i>Technical Approach.</i> Responsiveness to RFP; comprehension of scope; technical approach; and, identification of deliverables; potential problems; and schedule	30
<i>Experience/Expertise of Key Personnel and/or Consultant.</i> Similar experience, education, and performance on prior projects, including client satisfaction.	30
<i>Management Approach.</i> Presentation of organization, responsibilities, management approach, and budget and schedule adherence.	20
<i>Dedication of Resources.</i> Staffing capabilities; present workload; local presence, accessibility of project team and resources.	20
Total	100

Interview/Presentations

Top-scoring consultants, based on the evaluation of the written proposals, may be requested to have interviews/presentations to support and clarify their proposals. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee will result in rejection of the proposal.

The City of Grain Valley reserves the right to reject any and or all proposals for any, or no reason, and furthermore reserve the right to accept any proposal deemed to be in the best interest of the City.

EXHIBIT "A" NON-COLLUSION CERTIFICATION

STATE OF MISSOURI

CITY/COUNTY OF _____

_____ being first duly sworn, deposes and says that he is

Title of Person Signing

of _____

Name of Bidder

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY _____

BY _____

BY _____

SWORN to before me this _____ day of _____ 20 ____.

Notary Public

My Commission Expires _____

**GENERAL CONDITIONS
GOVERNING RESPONSES AND SUBSEQUENT CONTRACTS
City of Grain Valley, MO**

1. SCOPE: The following terms and conditions, unless otherwise modified by the City of Grain Valley within this document, shall govern the submission of proposals and subsequent contracts. The City of Grain Valley reserves the right to reject any proposal that takes exception to these conditions.
2. DEFINITIONS AS USED HEREIN:
 - a. The term "request for proposal" means a solicitation of a formal, sealed proposal.
 - b. The term "respondent" means the person, firm, bidder or corporation who submits a formal sealed proposal.
 - c. The term "City" means City of Grain Valley, MO.
 - d. The term "Board of Aldermen" means the governing body of the City of Grain Valley, MO.
 - e. The term "consultant" means the respondent awarded a contract under this proposal.
3. COMPLETING PROPOSAL: All information must be legible. Any and all corrections and/or erasures must be initialed. Each proposal must be signed in ink by an authorized representative of the respondent and required information must be provided. The contents of the proposal submitted by the successful respondent of this RFP will become a part of any contract award as a result of this solicitation.
4. REQUEST FOR INFORMATION: Any requests for clarification of additional information deemed necessary by any respondent to present a proper proposal shall be submitted in writing to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, referencing this RFP number, a minimum of five (5) calendar days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above stated deadline will be responded to in writing by the City in the form of an addendum addressed to all prospective respondents.
5. CONFIDENTIALITY OF PROPOSAL INFORMATION: Each proposal must be submitted in or under cover of a sealed envelope to provide confidentiality of the information enclosed. The envelope should be sealed and clearly marked with RFP number and the name of the project.

All proposals and supporting documents will remain confidential until a final contract has been executed. Information that discloses proprietary or financial information submitted in response to qualification statements will not become public information. This is in accordance with the Missouri Sunshine Law.
6. SUBMISSION OF PROPOSAL: Proposals are to be sealed and submitted to the City of Grain Valley, 711 Main Street Grain Valley, MO 64029, prior to the date and time indicated on the cover sheet. At such time, all proposals received will be formally opened. The opening will consist of only the name and address recording of respondents.
7. ADDENDA: All changes, additions and/or clarifications in connection with this proposal will be issued by the Purchasing office in the form of a WRITTEN ADDENDUM. SUBMIT EQUAL NUMBER OF SIGNED ADDENDUM WITH THE NUMBER OF PROPOSALS REQUIRED. Verbal responses and/or representations shall not be binding on the City.
8. LATE PROPOSALS AND MODIFICATION OR WITHDRAWALS: Proposals received after the date and time indicated on the cover sheet shall not be considered.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified must be sealed and submitted to the Purchasing Office prior to the proposal submission deadline. Each respondent may submit only one (1) response to this proposal.
9. BONDS:

When a Bond is required it shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)
10. NEGOTIATION: The City reserves the right to negotiate any and all elements of this proposal.
11. TERMINATION: Subject to the provisions below, any contract derived from this Request For Proposal may be terminated by either party 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 said contract may be extended upon written approval of the City until said work or services are completed and accepted.
 - (a) TERMINATION FOR CONVENIENCE

In the event that the contract is terminated or cancelled upon request and for the convenience of the City, without the required thirty (30) days advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - (b) TERMINATION FOR CAUSE

Termination by the City for cause, default or negligence on the part of the consultant 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.

(c) TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS.

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the consultant shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

12. TAX EXEMPT: The City and its Agencies are exempt from State and local sales taxes. Sites of all transactions derived from this proposal shall be deemed to have been accomplished within the State of Missouri.
13. SAFETY: All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
14. RIGHTS RESERVED: The City reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any proposal, and to make award to the response deemed to be most advantageous to the City.
15. RESPONDENT PROHIBITED: Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.
16. DISCLAIMER OF LIABILITY: The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.
17. HOLD HARMLESS: The consultant shall agree to protect defend, indemnify, and hold the Board of Aldermen, City of Grain Valley, MO, its officers, commissions, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character resulting from the error, omission or negligent act of the consultant, its agents, employees or representatives, in the performance of the consultant's duties under any agreement resulting from award of this proposal.
18. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.
19. ANTI-DISCRIMINATION CLAUSE: No respondent on this request shall in any way, directly or indirectly discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.
20. DOMESTIC PRODUCTS
The City of Grain Valley has adopted a formal written policy to encourage the purchase of products manufactured or produced in the United States. (City of Grain Valley Resolution No. 87-18, MO. State Statute No. 34.353, Section 3, (5)).
21. CONFLICTS: No salaried officer or employee of the City, and no member of the Board of Aldermen shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Consultant further covenants that in the performance of this contract no person having such interest shall be employed.
22. DEBARMENT: By submission of its response, the Consultant certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to in excess of \$100,000, that neither it nor its principals nor its subconsultants receiving sub-awards equal to or in excess of \$100,000 is presently disbarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal Department , agency or prevision of law. If the Consultant is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

Para 17 Revised by Legal 1-4-96
Para 21 Revised by Legal 10-31-03
Para 20 Added by Legal 8/02

FORM NO. 1: FIRM PROFILE

1. Company Name and Address:
 - 1a. Firm / Provider is: National Regional Local
 - 1b. Year Firm / Provider Established:
 - 1c. Years of Experience providing services:
 - 1d. Licensed to do business in the State of Missouri: Yes No
 - 1e. Name, title, telephone number and email address of Principal to contact:
 - 1f. Address of office to perform work, if different from Item No. 1:
2. Please list the number of persons by discipline that your Firm/Joint Venture will commit to the City's project:
3. If submittal is by Joint Venture or utilizes subcontractors, list participating firms / providers and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:
 - 3a. Has this Joint Venture previously worked together? Yes No

FORM NO. 2: EXPERIENCE / REFERENCES

Work by Firm/ Provider (including any subcontractors or Joint-Venture companies) that best illustrate current qualifications relevant to the City's project that has been/is being accomplished by personnel that shall be assigned to the City's project. List no more than ten (10) total projects:

Project Name & Location:

Completion Date (Actual or Estimated):

Project Owners Name & Address:

Project Owner's Contact Person, Title & Telephone Number:

Estimated Cost (in Thousands) for Entire Project: \$

Scope of Entire Project: (Please give quantitative indications wherever possible).

Nature of Firm's / Provider's responsibility in project: (Please give quantitative indications wherever possible).

Firms / Providers Personnel (Name/Project Assignment) who worked on the stated project that shall be assigned to the City's project and applicable certifications that personnel hold:

FORM NO. 3: QUALIFICATION CHECKLIST

- _____ Signed Qualification
- _____ Evidence of required licenses and certificates
- _____ Evidence of Insurance
- _____ Form No. 1
- _____ Form No. 2
- _____ Form No. 3
- _____ Signed Non-Collusion Certification
- _____ Addendum (if applicable)