

REQUEST FOR PROPOSALS
Human Resources Consultant Services

The Greater Bridgeport Regional Planning Agency is seeking the services of a Human Resource Consultant to review, revise and update the Agency's Personnel Policy and Practices. The document constitutes the "Operational Manual" for the Agency and defines the duties and responsibilities of staff members. It also specifies the GBRPA's employment practices and serves as its Affirmative Action policy. The GBRPA is a government supported entity that receives grant funds from the US Department of Transportation, the State of Connecticut and municipal members. The current Personnel Policy underwent a comprehensive update in 1995 and a review of current practices is needed. The Board is interested in engaging professional assistance in this review and subsequent revision and update of the Personnel Policy. Prospective respondents to this RFP must demonstrate past experience in preparing personnel policies for government-supported agencies and a clear understanding of the state and federal employment practices.

Anyone interested in this solicitation must submit a letter of interest to Mark Nielsen, Executive Director, Greater Bridgeport Regional Planning Agency, 525 Water Street, Bridgeport, CT 06604 at (203) 366-5405 or via email at mnielsen@gbrrpa.org. A detailed scope of services will then be provided. All proposals must be submitted to the GBRPA by 4:00 pm EST on March 24, 2010. The GBRPA reserve the right to reject any submitted proposals.

**SCOPE OF SERVICES
REVIEW AND RE-WRITING OF THE
PERSONNEL POLICY AND EMPLOYEE MANUAL
GREATER BRIDGEPORT REGIONAL PLANNING AGENCY**

The Greater Bridgeport Regional Planning Agency is accepting proposals from a Human Resource Consultant to review, revise and update the Agency's Personnel Policy and Employee Manual. The document constitutes the "Operational Manual" for the Agency and defines the duties and responsibilities of staff members. It also specifies the GBRPA's employment practices and serves as its Affirmative Action policy.

Proposals will be accepted until 4:00 p.m. on March 24, 2010. The proposals will be opened at that time, and a copy of each proposal will be provided to GBRPA Board members for review. Interviews will be conducted by GBRPA Personnel Policy Committee at a date and time to be determined. A recommendation of the selected consultant will be made to the Agency at their next Board meeting.

The GBRPA is a state-designated Regional Planning Organization comprised of six (6) municipalities: Bridgeport, Easton, Fairfield, Monroe, Stratford and Trumbull. It maintains a staff of between five and seven planning professionals and three support staff. Funding is provided primarily through grants available from the US Department of Transportation, the State of Connecticut and local contributions. As federally funded agency, the GBRPA must adhere to all applicable federal rules, regulations and policies, including Equal Employment Opportunity and Affirmative Action.

The current personnel policies and procedures manual was last reviewed in 1995. It has had minor revisions over the last 15 years. A comprehensive review and re-write has been determined necessary to ensure personnel practices and responsibilities are consistent with the goals and objectives of the GBRPA. The purpose of the document is to state, as clearly as possible, the duties and responsibilities of each staff member.

Proposals submitted for consideration shall include:

PROVISION OF SERVICES

The required services include:

- Comprehensive review of the current Personnel Policy and Practices of the Greater Bridgeport Regional Planning Agency (copy is attached to this scope of services);
- Revise and create a Personnel Policy and Employee Manual, as necessary, to ensure full compliance with all local, state, and federal laws. Procedures for implementation and compliance will also be developed.

The manual shall cover the following areas:

- Personnel policies related, but not limited, to hiring, recruitment, Equal Employment, workplace behavior and job performance;

- Office policies and practices related, but not limited, to attendance, workplace habits, workplace privacy, and medical leave;
- Employee benefits related, but not limited, to vacation leave, personnel leave, Holidays, and Agency provided insurances, including health care, short term disability and long term disability.

METHOD AND RATE OF COSTING

The GBRPA Board is offering this contract as lump sum agreement. Proposals shall state the fee that will be charged to perform this work. The proposal shall specify a flat fee for these services and include a per hour fee should additional services be requested. No extra work shall be paid unless requested in writing by the Consultant and approved and authorized by the GBRPA Board. The method of payment required shall also be included.

INSURANCE

The GBRPA requires Consultants provide and maintain adequate professional liability and auto and workman's compensation insurance. Proof of adequate insurance must be included in the bid application.

PERSONNEL

The Contractor shall provide the professional services identified in this scope of services and requested by the GBRPA Board. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references.

The GBRPA is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

ADDITIONAL SERVICES

If you believe that additional services to those requested in the first part of the specifications are necessary, please identify those services, your reasons for recommending such services, and the cost of the services if they are in addition to the fee charged to do the included studies.

LENGTH OF SERVICE

It is expected and required that the work covered by this scope of services shall be completed in expeditious manner but shall be completed within 90 days from the written notice to proceed from the GBRPA Board. The proposal should indicate an approximate date for completion of the work and anticipated length of time needed to complete the project.

CONTRACT/AGREEMENT

The successful bidder shall enter into a contract with the GBRPA and agree to abide by all state and federal contractual requirements. By signing the agreement with the GBRPA, the Consultant agrees to perform work as specified in the scope of services and accepts the terms and conditions set forth in the contract.

PROPOSAL DEADLINE

Ten (10) copies of the proposal must be received in a sealed envelope or package at the offices of the GBRPA located at 525 Water Street, Suite 1, Bridgeport, Connecticut 06604, by 4:00 pm (Eastern Standard Time) on March 24, 2010. No proposals will be accepted for consideration after that time.

PROPOSAL IDENTIFICATION

The proposal must clearly identify it as a proposal to provide consultant services for the review and re-writing of the GBRPA Personnel Policy and Practices. It must have the following notation clearly written in the lower left-hand corner of the envelope or package face:

"PERSONNEL POLICY/EMPLOYEE MANUAL"

Proposals without this notation will not be accepted or considered by the GBRPA, and will be discarded.

PROPOSAL REJECTION

The GBRPA reserves the right to reject any and all proposals.

QUESTIONS REGARDING PROPOSAL SPECIFICATIONS

Questions regarding the proposal specifications or the method of handling should be addressed to Mark Nielsen, Executive Director, at (203) 366-5405, ext. 25.