

REQUEST FOR PROPOSALS FOR HUMAN RESOURCES CONSULTING SERVICES

The Lorain Metropolitan Housing Authority (LMHA) is soliciting proposals from firms qualified to provide Human Resource (HR) Consulting Services. Upon review of the proposals, LMHA will make a final decision as to which specific services will be performed and the timeline of performance. The specific services are listed in the Scope of Work.

BACKGROUND

LMHA is a political subdivision of the State of Ohio organized to provide decent, safe and sanitary housing to low-income individuals and families throughout Lorain County. LMHA owns and operates multiple public housing projects and administers the Section 8 voucher program, all with approximately 100 full-time and part-time employees. More information about LMHA is available online at www.lmha.org.

SCOPE OF WORK

Below is a list of specific services that may be sought by LMHA.

1. Human Resource Audit. Overall assessment of the HR tasks that should be completed by a quasi-state governmental agency with approximately 100 employees.
2. HR Compliance Reviews
 - a. Personnel files
 - b. Job descriptions
 - c. Job classifications (Exempt vs Non-Exempt Status)
3. Employee Recruitment Process
 - a. Advertising
 - b. Screening
 - c. Interviewing and background checks
 - d. Hiring
 - e. Orientation
4. Employee Relations
 - a. Identifying and mitigating personnel issues
 - b. Conflict management training and on-going guidance
 - c. Job title review and promotion process
 - d. Employee satisfaction surveys
 - e. Employee Assistance Program
 - f. Termination and exit interviews

5. Salary and Benefits
 - a. Competitiveness
 - b. Comparison to similarly situated public housing authorities

6. Training and Organizational Development
 - a. Team building
 - b. Customer service
 - c. Conflict management
 - d. Management and supervisory skills
 - e. Competency building (learning new skills)
 - f. Coaching and Counseling
 - g. Personal development topics
 - h. Listening skills
 - i. Time management
 - j. Diversity management
 - k. Long-term HR considerations
 - i. Succession Planning
 - ii. Contingency/Emergency Planning and Process

For each of the specific projects or services listed, please provide:

1. A short description of how you would seek a solution for the specific issue
2. The staff from your firm who would be assigned to this project
3. An estimated timeline to complete each task
4. The estimate billing rate or fee that would be applicable to each service

BUDGET

1. Provide the Firm's fee structure.
2. Identify the total, maximum price to accomplish all the work described in Scope of Work, together with the fee structure for each category/task/subtask.
3. The budget should include all fees and costs associated with the Scope of Work. Travel to and from LMHA offices and facilities will be the responsibility of the Proposer. However, LMHA reserves the right to adjust both the budget and related services.

EVALUATION CRITERIA

<p>OVERALL EXPERIENCE OF COMPANY & QUALIFICATIONS OF PERSONNEL</p> <p>Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references; as well as an assessment of the qualifications & experience of your managerial team, staff, subcontractors, and related items.</p>	40
<p>LOCATION</p> <p>Preference will be given to Northeast-Ohio based companies.</p>	5
<p>STRATEGIC THINKING/PLANNING APPROACH</p> <p>Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)</p>	25
<p>BUDGET APPROACH/COST EFFECTIVENESS</p> <p>Effective and efficient delivery of quality services is demonstrated in relation to the budget allocation. The allocation is reasonable and appropriate.</p>	30
<p>TOTAL</p>	

Designated LMHA staff or selected advisors will evaluate the written proposals. LMHA may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations.

Any attempt by a Proposer to contact a member of LMHA staff or selected advisors outside the RFP process, to gain knowledge or an advantage, may result in disqualification of Proposer.

ADDITIONAL INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS

1. Potential proposers are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. LMHA's Procurement Policy is incorporated herein, which all Proposers can review and download online at <http://www.lmha.org/about-lmha/lmha-policies/>.
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
4. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the proposer. LMHA assumes no responsibility for such costs.
5. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of proposals.
6. All pricing submitted will be firm and fixed unless otherwise indicated herein.
7. Proposals misdirected to other locations, or that are otherwise not present at LMHA by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of LMHA.
8. All proposals should identify the proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Proposers should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.
9. All proposals should include the proposer's FEIN or Social Security number as evidenced by an IRS Form W-9.
10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of LMHA.
11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Proposers are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by LMHA, which may use any such materials and ideas.
12. Interested parties are instructed to peruse LMHA's website (www.lmha.org) on a regular basis, as additional information relating to this solicitation may be released in

the form of an addendum to this RFP.

13. Responses to this RFP are due **by 3:00 p.m. on Tuesday, August 18, 2020**. One (1) electronic (PDF) version on thumb drive and must be mailed or hand-delivered in a sealed envelope marked:

O'Toole, McLaughlin, Dooley & Pecora
Attn: Matthew A. Dooley
5455 Detroit Road
Sheffield Village, Ohio 44054

- 14. No phone calls or late responses will be accepted, and responses received via electronic submission only will be disqualified.**

15. Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to mdooley@omdplaw.com no later than 4:00 pm on Thursday, August 14, 2020.

16. LMHA reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever. Further, LMHA reserves the right to reject any or all proposals for not complying with the terms of this RFP.

17. The successful Proposer will execute a contract with LMHA in a form acceptable to LMHA and in compliance with all federal and state regulations, including those promulgated by the United States Department of Housing and Urban Development.

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