

Local Small Business Reserve Program (LSBRP) Notice

INFORMAL Request for Quotes #1051255

Consulting Services for Talent Acquisition and Development Initiative

This solicitation is reserved for only self-certified local small businesses timely registered with the County's LSBRP. This solicitation thus comes under County Code, sections 11B-17A; 11B-65; 11B-70 and Executive Regulation 21-05AM. These documents can be accessed through the LSBRP web site at (www.montgomerycountymd.gov/LSBRP).

LSBRP criteria are based on a firm's location, ownership status, and the level of pre-existing contracts with the County. Submitting a bid/proposal constitutes willfully stating your firm is a self-certified Local Small Business. Therefore, if you wish to submit a bid/proposal for this solicitation adhering to the LSBRP, you must:

1. Self-certify as a LSBRP firm prior to the bid's/proposal's due date. If your LSBRP self-certification is not registered prior to the bid's/proposal's due date, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from consideration. Go to the LSBRP web site (www.montgomerycountymd.gov/LSBRP) and follow the instructions under "Register."
2. After the IFB opens or the RFP closes and upon notification by the County, you must provide within three (3) business days the LSBRP documentation of:
 - all of its business location(s) (if more than one),
 - number of employees by location
 - annual gross revenue of the business for the past three fiscal years.(The preferred documents are copy of a lease, Maryland Unemployment Insurance Contribution Report (summary or quarterly), and Financial Statement/Tax Returns. At the discretion of the LSBRP, an alternative type of documents might be accepted.)

If, after receipt of these documents, the LSBRP finds that your firm does not meet the LSBRP requirements, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from further consideration. For questions, contact the LSBRP (240-777-9913).



Request for Quotes
#1051255

February 9, 2015

Subject: Consulting Services for Talent Acquisition and Development Initiative

Client: Office of the County Executive

Submission Deadline: February 17, 2015 at 5:00 P.M.

I. Background

Over time many well-meaning regulations and processes have been put in place to ensure that County employees are diverse and hired in a fair manner. However, for many reasons related and unrelated to these process, this has meant that acquiring diverse workforce in a timely manner is a challenge in county government. Current hiring processes have not produced pools of diverse qualified candidates, and many positions take as long as 90 days to fill and potentially qualified internal candidates are often disqualified.

Within their current capabilities, the Office of Human Resources (OHR) has sought to improve the reality and perception of their business processes. Also, a new hiring system (iRecruit) was implemented to digitize/streamline the process. Feedback on this system is mixed, and the data shows that challenges still linger. The current state is still a system that takes too long and lacks diverse pools of candidates.

It is with this in mind that the County Executive is launching the Talent Acquisition and Development (TAD) Initiative. This Initiative will take a fresh, comprehensive look at hiring and staff development processes. The human resources we acquire to serve our residents should reflect the diversity of our community, be hired in a timely manner, and in some cases developed from within. TAD seeks to take a new look at these processes for acquiring and developing talent and find new ways of achieving our goals. This will be accomplished by a thorough review of best practices from around the Country as well as assistance from outside experts. The result will be a County government that is more diverse, hires qualified candidates more quickly, and gives its staff more opportunities to advance.

II. Scope of Services

For the following tasks, the successful Offeror will:

- Propose a consulting approach that achieves the stated goals of the TAD
- List the activities the consultant intends to perform as part of the project
- Outline the firm's or individual's experience in conducting the type of work proposed and demonstrated experience with hiring and organization development processes

The Offeror will provide a fully burdened hourly rate*. The estimated level of effort is approximately 20 hours per week.

The successful Offeror will complete the following tasks:

Task #1 – Assist the Chief Innovation Officer (CInO) and stakeholders in building on existing current state documentation via interviews and information discovery. The successful Offeror will capture information from stakeholder interviews; generate current state process documentation, current state organization functions, and other pertinent materials. The Offeror will also help incorporate best practice knowledge into this task. A significant amount of existing documentation is available and should expedite this task.

Task #2 – Assist the CInO and stakeholders in identifying solutions and recommendations based on analysis of the current state and the goals laid out by the County Executive. Offeror should have experience with organization development and process analysis. Recommendations must be based on a data-driven process analysis that clearly illustrates the value and impact of the recommendations. Recommendations must be actionable solutions rather than high-level strategies. Offeror should have proficiency with process diagramming and workflow modeling tools.

Task #3 – Assist the CInO and stakeholders in preparing presentation materials and messaging.

III. Evaluation Criteria and Award Method

The County seeks Offerors to propose solutions and pricing that will provide the best value to the County. Offerors should be aware that the proposed pricing will be considered in the evaluation of their proposals, as specified below. The County will award the contract based on the following criteria:

Approach to Scope of Work	40
Fully burdened hourly rate*	30
Demonstrated Government Experience [#]	30
Total Aggregate Score	100

* Fully-burdened hourly rate is inclusive of overhead, profit, multipliers, travel, etc.

Experience in human resources, process analysis and organizational design

IV. Proposal Submission

Proposals should be no longer than ten pages in length and signed by a person authorized to bind the company. Pages should be single-sided and single-spaced. At least one key personnel that would work directly with the County on this project should be identified and a resume for that person should be included. Proposals must be delivered to in a sealed envelope to Daniel Hoffman at the County Executive's Office, 101 Monroe St., 2nd Floor, Rockville, MD 20850, by **5:00 P.M. on February 17, 2015**. One original and three copies are required. No Proposals will be accepted after the established delivery due date and time.

V. Mandatory Minimum Insurance Requirements

Prior to the execution of the contract by the County, the proposed awardee/contractor must obtain, at their own cost and expense, the *minimum* following insurance coverage with an insurance company/companies licensed to conduct business in the State of Maryland and acceptable to the Division of Risk Management. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the County, the

proposed awardee/contractor shall provide a copy of the insurance policies and additional insured endorsements. The minimum limits of coverage listed below shall not be construed as a limitation of any potential liability on the part of the proposed awardee/contractor to the County nor shall failure to request evidence of this insurance in any way be construed as a waiver of proposed awardee/contractor's obligation to provide the insurance coverage specified. The Contractor's insurance shall be primary. Subject to applicable law, the insurance companies providing insurance coverage, as referenced in this agreement, may not limit coverage to their insured, or the County as an additional insured, to stated minimum amount(s) of insurance referenced in this contract/agreement.

Professional Liability - Consultants

Professional liability insurance covering errors and omissions and negligent acts committed during the period of contractual relationship with the County with a limit of liability of at least **five hundred thousand dollars (\$500,000)** per claim and aggregate and a maximum deductible of \$25,000. Contractor/proposer agrees to provide a one-year discovery period under this policy.

Policy Cancellation

Should any of the above policies be cancelled before the expiration date thereof, written notice must be delivered to the County in accordance with the policy provisions.

Certificate Holder

Montgomery County, Maryland
Office of County Executive / Daniel Hoffman
101 Monroe St, 2nd floor
Rockville, Maryland 20850

VI. General Terms and Conditions

The *General Conditions of Contract Between County & Contractor* are incorporated and made part of this Request For Quotes as Attachment A.