

**Community Transit of Watertown/Sisseton, Inc.**

**Request for Proposal**

**RFP# 2022-002**

**January 3, 2022**

**Description of Services**

Procurement of a Human Resource consultant/consulting firm with the intent of development of a Human Resources department for Community Transit of Watertown/Sisseton, Inc. (CTWSI).

**Project Locations**

CTWSI is accepting Requests for Proposal(s) from Human Resource Consultants for the purpose of establishing an Human Resource Dept. at our public transportation project. The selected consultant shall oversee all Human Resource activities as described in this document for the entire CTWSI project. Watertown is the base operation for CTWSI with the Sisseton location considered the secondary office. The selected consultant shall have the ability to work in Watertown or Sisseton as needed. Occasional travel (as needed) may also be required to other CTWSI locations in South Dakota including Webster, Milbank, Groton, Britton, Faulkton, Redfield, Herreid, Eureka, Bowdle and Lennox.

Watertown office Sisseton office

205 1st Ave NE 811 4th Ave. East

Watertown, SD 57201 Sisseton, SD 57262

**Table of Contents**

**About Community Transit of Watertown/Sisseton, Inc. 4**

**Purpose of RFP 4**

**Instruction for Proposers 4-5**

**Requirements of the Request for Proposal 5-6**

**Evaluation of Proposals 6-7**

**In-State or Local Preference 7**

**Local Presence 7**

**Recommendation and Award 7**

**Project Administration Base Requirement 7**

**Pre-employment Meeting 7**

**Lines of Communication 7**

**Reporting and Monitoring Requirements 8**

**Dispute Resolution 8**

**Modifications or Withdrawal of Proposals & Late Proposals 8**

**Postponement, Amendment, Cancellation of RFP, Rejection of Proposal 8**

**Protest Procedures 8-9**

**Suspension and Debarment 9**

**Conflict of Interest 9**

**Negotiation of Price 9-10**

**Proposal signatures 10**

**Disadvantaged Business Enterprise 11**

**Questions Regarding the Project 11**

**Appendix**

**Travel Expenses 11**

**Federal Clauses 12-16**

**About Community Transit of Watertown/Sisseton, Inc.**

CTWSI is a non-profit public transportation project based in Watertown, SD with a secondary office located in Sisseton, SD.

CTWSI is committed to providing coordinated transportation services to citizens of our service area by enhancing quality of life, livability, self-sufficiency and freedom through mobility.

We operate in Roberts, Grant, Deuel, Codington, Hamlin, Clark, Day, Marshall, Brown, Spink, Faulk, McPherson, Edmunds, Campbell and Lincoln counties and have vehicles in 12 of those counties. CTWSI resources include a combination of 80 employees and 60 vehicles. The fleet includes buses, mini-vans, ADA accessible minivans and SUVs with which to serve the public needs. Our staff is led by an administrative team of two co-Directors, two administrative assistants, one operations manager, three secretaries, four dispatchers and 68 drivers (11 full-time and 57 part-time).

CTWSI is funded with federal dollars which also requires local matching dollars. The project is under the guidance of the South Dakota Dept. of Transportation and is governed locally by a Board of Directors composed of men and women from across our service area.

**Purpose of RFP**

CTWSI is seeking Requests for Proposal from consultants/consulting firms to develop and run a Human Resource Department for our project. Proposers shall submit an RFP to manage the Human Resource activities in all 12 of our locations including our main office in Watertown and the secondary office in Sisseton.

**Instructions for Proposers**

Time, Date, Location of pre-proposal conference (if deemed necessary)

If requested, a pre-proposal conference for the purpose of issuing clarification to any proposers prior to submitting their proposals will be scheduled. If such a meeting is conducted, all proposers will be notified of said meeting and minutes of the meeting will be kept on record in the procurement file. Any new information for proposers arising from the pre-proposal meeting shall result in a formal addendum to be sent out to the potential competitors.

Time, Date, Location for submittal of proposals

All proposals must be returned to CTWSI prior to 5 p.m. on or before January 17, 2022 to be considered for award of the proposal. All RFP packets should be sent with the label “RFP Information” on it. All RFP Information packets will be stamped with a time and date received at the Watertown office – 205 1st Ave NE, Watertown, SD 57201.

Deadline for proposal addenda

Any changes regarding the plans for the project shall be submitted by 5 p.m. on or before January 10, 2022 to the CTWSI main office at 205 1st Ave, NE, Watertown, SD 57201 to be considered for awarding of the proposal.

Proposal opening and awarding of contract

The opening of proposals and awarding of RFP contract shall be accomplished on January 24, 2022 at 1 p.m. in the offices of CTWSI at 205 1st Ave. NE, Watertown, SD 57201. All proposers are welcome to attend the event.

The winning proposer is expected to begin performing duties on or before February 1, 2022, barring any unforeseen situations.

**Requirements of the Request for Proposal**

The proposer shall include information on how they would perform the following Human Resource related tasks:

1. Manage quarterly Drug and Alcohol testing programs.
2. Manage and maintain our current Human Resource information system.
3. Provide performance management of all employees.
4. Handle client communications and complaints.
5. Manage, review, update, develop personnel manual, operating policies and procedures.
6. Perform comprehensive Human Resource audit and compliance check.
7. Recruitment and selection of potential employees including pre-employment drug screenings, criminal background checks and motor vehicle record checks.
8. Amount of availability for onsite visits for meetings, briefings, reviews, etc…
9. Statement outlining standards of Conduct/Confidentiality
10. Monitoring and assisting with scheduling of required employee training including, but not limited to PASS Training, Drug and Alcohol related training, Defensive driving training, etc…

Additional Human Resource services

In addition to the foregoing being performed, the following services may need to be provided upon authorization of the owner.

1. Out-of-town travel to other CTWSI locations for Human Resource related activities.
2. Human Resource related instruction/education if deemed necessary.
3. Public transportation related instruction/education if deemed necessary.

Payment schedule

Payment for the services shall be agreed to between CTWSI and the winning proposer to commencement of the work.  The proposer will render to the owner for such services a monthly bill to be due and payable by owner to the proposer on or before the 10th of the following month.

Expenses for travel, meals, lodging, printing and report production shall be included as part of the all-inclusive monthly rate. Expenses for travel (lodging, mileage and meals) shall follow the SD Dept. of Transportation guidelines adopted July 1, 2019. <https://dot.sd.gov/media/documents/ReimbursementforLodgingMileageMeals.pdf>  (See attachment)

**Evaluation of Proposals**

Receipt and Ranking of a Proposal

A formal record shall be kept of all proposers submitting a proposal in accordance with the required due date and time as outlined under the section labeled “Instructions for proposers.”. Proposals received after the required due date and time will not be opened and will be returned to the respective proposer.

A copy of each proposal shall be provided to each member of the review committee along with proposal ranking forms. The sum of points for the completed evaluations will be totaled to provide a qualification ranking for each proposer. The evaluation forms shall include information from each member of the evaluation team describing the rationale for their scoring.

Evaluation Criteria and Weights

Criteria used for evaluation, ranking, and selection of the winning proposal to perform Human Resource related services shall include demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to,

* Project team /individual including qualifications, experience, time commitment and workload capacity (25 percent)
* Firm’s/Individual’s capabilities including history, management, quality and cost control and staff availability. (25 percent)
* Project understanding, staff/individual capabilities, knowledge of Human Resource processes and approach to projects (30 percent)
* Feasibility of Oversight (10 percent)
* References (10 percent)

Evaluation Team

The evaluation team shall be composed of members of the CTWSI administrative team, CTWSI board members and/or stakeholders within the communities served by CTWSI who may have prior knowledge of or experience in Human Resource management activities. The team will consist of three to five persons.

**In-State or local preference**

Will not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement for the minimum qualifications and competence of a consultant to perform the solicited services.

The following non-qualifications-based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of 10 percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:

**Local presence**

A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

**Recommendation and Award**

At the conclusion of successful price negotiations, a formal recommendation for award will be provided to the individual/firm personnel with contract award authority. After approval to award is provided, a notice of award is provided to the firm along with a contract document for execution.

**Project Administration Base Requirement**

Human Resource activities begin upon issuance of the notice of contract award and a notice to proceed to the selected individual/firm. Elements of a good Human Resource administration system include the following:

• The pre-employment meeting

• Lines of communication

• Reporting and monitoring requirements

• Dispute resolution

**The Pre-employment Meeting**

A pre-employment meeting shall be held shortly after the winning proposer is issued a notice to proceed. Meeting attendance is mandatory for the entire project team.

**Lines of Communication**

The primary purpose of the pre-employment meeting is to establish lines of communication between the winning proposer and the agency.

**Reporting and Monitoring Requirements**

Reports will include information on project progress against the project schedule, project costs compared to the project budget, and change order reports. Reports shall be submitted on a regular basis. Roles and responsibilities of the people preparing and receiving these reports shall be established at this meeting.

**Dispute Resolution**

Disputes should be resolved between the agency and winning proposer through discussions held amongst the parties. During a dispute, the proposer shall be instructed to proceed with the work as disputes are being settled.

**Modifications or Withdrawal of Proposals & Late Proposals**

CTWSI reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and the Individual/firm who, in the sole discretion of CTWSI is in the best interests of the agency.

**Postponement, Amendment, Cancellation of RFP, Rejection of Proposal**

CTWSI reserves the right to amend, modify, or withdraw this RFP, revise any requirements under this RFP; require supplemental statements of information from any Proposer; extend the deadline for submission of responses hereto; negotiate or hold discussions with any proposer to correct insufficient responses that do not completely conform to the instructions contained herein; waive any nonconformity with this RFP; cancel, in whole or in part, this RFP if CTWSI deems it is in its best interest to do so; request additional information or clarification of information provided in a proposal without changing the terms of the RFP; waive any portion of the selection process in order to accelerate the selection and negotiation with the proposer submitting the top-ranked proposal.

**Protest Procedures**

Protest procedures provide an outlet for potential bidder’s concerns which cannot be informally resolved. These procedures are intended to assist with resolving concerns in a timely manner and minimize costs. These procedures apply to all types of procurement actions, including sealed bids, requests for proposals, etc.

There are three basic types of protests:

* Pre-proposal or solicitation phase protests are received prior to the bid opening or proposal due date.
* Pre-award protests against making an award are received after receipt of proposals or bids, but before award of a contract.
* Post-award protests are received after award of a contract.

Protests must provide the following information in writing:

* Name of protestor.
* Solicitation/contract number or description.
* Statement of grounds for protest.

Protests shall be filed at the offices of CTWSI located at 205, 1st Ave NE, Watertown, SD 57201.

Protests will be reviewed by the CTWSI Executive Director and/or Co-Executive Director(s). Unfavorable protest determinations may be appealed to the CTWSI Board of Directors.

The CTWSI Executive Director and/or the co-Executive Director(s) shall respond in detail to each substantive issue raised in the protest. The final determination of the outcome of the protest(s) shall be made by the CTWSI Executive Director and/or the co-Executive Director(s).

If after all local remedies have been exhausted and a complainant alleges the CTWSI failed to follow its own protest procedures or violated Federal law, the potential bidder or contractor may file a protest with FTA.

**Suspension and debarmen*t***

A contracting agency shall verify suspension and debarment actions and eligibility status of consultants and sub-consultants prior to entering into an agreement or contract in accordance with 2 CFR part 1200 and 2 CFR part 180. No award using federal funds can be made to any entity that is debarred or has a suspension status on Sam.gov.

**Conflicts of interest**

A contracting agency shall maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of engineering and design related services contracts under this part and governing the conduct and roles of consultants in the performance of services under such contracts to prevent, identify, and mitigate conflicts of interest in accordance with 2 CFR 200.112 and 23 CFR 1.33.

No employee, officer, or agent of the contracting agency shall participate in selection, or in the award or administration of a contract supported by Federal-aid funds if a conflict of interest, real or apparent, would be involved.

**Negotiation of Price**

Negotiations should be undertaken on an item-by-item basis with written arguments for each side. Recipients should aggressively pursue all claims and counterclaims as well as defend against all claims and counterclaims of the contractor. The final position arrived at through the negotiations should be set forth and justified in writing.

If diligent efforts to settle the claims and/or disputes on an item-by-item basis have failed to resolve all the items, then a determination can be made regarding the feasibility of a total cost or other type of settlement. If the determination is made by the parties to go to a total cost or other type of settlement, recipients should write a detailed explanation of how the parties arrived at the conclusion that the total cost or the other type of settlement was the best way to proceed.

In addition, recipients should provide a complete explanation of how the final settlement figure was reached, and how each item in the claim/dispute was considered. Finally, recipients should not accept a contractor’s claim for its cost without having conducted an appropriate review.

Certificate of Insurance

Submission of any insurance certifications or other required documents shall be submitted following the approval of the award and prior to issuing a notice to proceed.

Insurance Requirements

The Individual /firm must maintain a Commercial General Liability insurance policy with a minimum of $1.0 million coverage for the duration of the project.

Discussions

Discussions, as required by the RFP may be written, by telephone, video conference, or by oral presentation/interview and shall be done to clarify the technical approach, qualifications, and capabilities provided in response to the RFP.

Based on the proposal evaluation and any subsequent discussions, the contracting agency shall rank all proposals in order of preference. This ranking will determine the most highly qualified candidate exhibiting the ability to perform the solicited services based on the established and published criteria.

The contracting agency may proceed with evaluation and selection when it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.

The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the consultant.

Taxes and Interest

CTWSI is a 501c3 non-profit organization and is therefore exempt from paying sales tax for services provided or on interest income.

Certifications and Clauses

All Federal certifications and clauses that are attached to this document will be followed by the Human Resources individual/firm chosen.

Terms of Contract and Conditions

All terms and conditions of this document will be followed by the individual/firm chosen along with any other contractors involved with these projects.

**Proposal Signatures**

All signatures will be required on applicable forms or the forms will be considered not valid.

**Disadvantaged Business Enterprise**

The participation of qualified and certified Disadvantaged Business Enterprise (DBE) sub-consultants are encouraged. DBE’s may be used as a nominal evaluation criterion where appropriate and a contracting agency's approved DBE program.

**Questions regarding the project**

Please refer any questions to Terry Hoffman at 605-882-5287 or Kathy Holman at 605-698-7511.

**Appendixes**

Travel Expenses

Below is the link to the South Dakota Department of Transportation's guidelines for travel expenses. This document was adopted by the SDDOT on July 1, 2019.

<https://dot.sd.gov/media/documents/ReimbursementforLodgingMileageMeals.pdf>