

Request for Proposal Human Resources Services

Introduction

The Friant Water Authority (“Authority”) invites individuals or firms (“consultant”) to submit proposals to provide contract human resources services.

Background of the Friant Water Authority

The Authority is a joint powers authority formed by its member water agencies under California law to operate and maintain the Friant-Kern Canal and to represent its members in federal or state policy, political, and operation decisions that affect their water supply.

The Authority is governed by a Board of Directors. The Authority’s Chief Executive Officer, Chief Operating Officer and executive staff are responsible for carrying out the goals, policies, and procedures for the Board of Directors, and overseeing the day-to-day operations of its employees and departments.

The Authority currently employs approximately 50 employees in 20 different job titles/positions, and has 5 separate office locations throughout California (Fresno, Sacramento, Lindsay, Orange Cove, and Delano). The Authority’s Operations & Maintenance Headquarters are located at 854 North Harvard Avenue, Lindsay, California 93247.

Additional information about the Authority is available at <https://friantwater.org>.

Scope of Services Requested

The Authority intends to retain a contract consultant to provide general human resources support to the Authority’s management and employees. The selected consultant will be working as an independent contractor and will coordinate services with the Authority’s Chief Operating Officer and General Counsel. However, the selected consultant will be responsible for directing and controlling the manner and means of performing the anticipated services.

The anticipated services will include, but are not limited to, the following:

- *Recruitment Process* – marketing and advertising job postings, interviewing and recommending candidates, performing necessary screening and background checks, and participating in the selection process, etc.

- *Job and Position Analysis* – identifying and documenting essential job functions and duties for each job classification, analyzing data and information related to salary and compensation, adjusting salary and compensation levels, developing and maintaining job titles and descriptions and related application materials, etc.
- *Benefits and Compensation* – preparing benefits and salary packages, analyzing data and information related to benefits and compensation and/or conducting a historical compensation and benefits study based on current market data, developing and administering performance incentive and appraisal/evaluation systems and/or bonus programs, liaising with insurance and retirement carriers and/or related consultants, etc.
- *Discipline and Retention* – developing and administering disciplinary actions, including, but not limited to demotions, suspensions, and terminations for employees that have violated Authority policies and procedures, developing and administering performance improvement plans, and managing employee resignations and layoffs, etc.
- *Personnel Records* – developing, maintaining, and administering the creation, maintenance, and destruction of employee records and documents, preparing and updating employment records, including, but not limited to personnel action forms, and employee training records, etc.
- *Policies and Procedures* – developing, maintaining, and administering all Authority policies, rules, procedures, laws, and standards, ensuring compliance with state and federal laws and establishing clear policies and programs to enforce them, and providing recommendations and strategies on best practices, etc.
- *Advice* – regularly evaluating human resources and other work-related issues and providing guidance and recommendations to management as needed, etc.
- *Employee Relations* – liaising between employees and management, mediating and arbitrating disputes and grievances, and educating and explaining the law and the Authority's policies and procedures, etc.
- *Training and Development* – organizing and conducting new employee orientations, providing ongoing education and training for employees, developing and maintaining necessary and required training programs and records, and designing training materials, presentations, and workshops, etc.
- *Board of Directors and Committee Meetings* – participating in Board of Directors meetings or other necessary committee meetings as needed, providing input and expertise relating to human resources or other related matters, etc.
- *Other Legal Matters* – representing the Authority in human resources or other related legal matters, and attending and participating in proceedings on behalf of the Authority in front of various governmental, regulatory, or industry related agencies or organizations, etc.

- *Special Projects, Assignments, or Tasks* – performing other special projects, assignments, or tasks as they relate to the Authority’s human resource needs as they arise.

The scope of services will not include issues or matters related to labor organizations or unions. The Authority’s employees are enrolled in a private pension program.

Additional Requirements

At a minimum, the selected consultant will be expected to serve as the centralized resource and contact with respect to all of the Authority’s human resources needs. Accordingly, the selected consultant may be required to work on-site at and/or travel to any of the Authority’s 5 separate locations (Fresno, Sacramento, Lindsay, Orange Cove, and Delano) as needed. This requirement is negotiable and the Authority is open to discussing travel and/or telecommuting options.

The selected consultant will be expected to work an estimated 20 to 30 hours a week, depending on the Authority’s needs.

The contract will allow the Authority or consultant to terminate services without cause upon reasonable notice.

RFP Instructions and Requirements

Below are instructions and requirements for all potential consultants. The Authority will not consider a consultant’s proposal unless it is consistent with all material instructions and requirements.

- The Authority has engaged the services of its General Counsel’s office, Burke, Williams & Sorensen, LLP (“BWS”), to assist in this procurement process. All consultants will consider Joel Moon of BWS as sole point of contact for all communication throughout the entire selection process. Mr. Moon can be reached at:

*Joel Moon
Burke, Williams & Sorensen, LLP
444 South Flower Street, Suite 2400
Los Angeles, CA 90071
213-236-2816 – Phone
jmoon@bwslaw.com - Email*

All proposals must include, at the minimum, the following written information:

- Identification of the person and/or persons to provide services, along with their qualifications and experience (resumes acceptable). Please list any professional affiliations, licensures, certifications, or other documentation that is relevant to the work.

- General description of the services to be provided, sufficient to demonstrate the consultant's understanding of the Authority's current needs as outlined in the scope of services. Please provide a description of experience with similar types of organization environments, including, if possible, client names and work descriptions.
- A description of the services in the scope of services requested above, that cannot be provided by the consultant.
- A description of any services that will be subcontracted by the consultant, including, if possible, service providers and work descriptions.
- A description of all proposed rates, costs, and expenses for persons providing services and a description of the consultant's billing practice and payment terms. Please include any additional rates or payment estimates the consultant will charge for special projects, assignments, or tasks not listed in the scope of services above.

Consultants are encouraged to provide additional information with their proposals. Consultants may be asked to further explain or elaborate on any information provided in their proposals. Additionally, consultants may be asked to provide additional information or documentation. At the conclusion of the process, the Authority will make a final recommendation to the Authority's Board of Directors to authorize a contract for services.

Costs of Proposals

The costs for developing a response to the RFP and any other associated costs and expenses are entirely the obligation of the proposer and may not be charged in any manner to the Authority.

Modification and Withdrawal of Proposals

Proposals may be modified or withdrawn at any time. Likewise, the Authority may update its RFP upon reasonable notice.

Proposal Deadline

Proposals will be accepted until June 1, 2018.