

Grossmont Healthcare District

October 12, 2021



Grossmont Healthcare District (GHD)

RFP FOR HUMAN RESOURCE PROGRAM DEVELOPMENT AND SUSTAINMENT

Inquiries should be directed to:

Name: Christian Wallis, CEO

cwallis@grossmonthealthcare.org

Address: 9001 Wakarusa Street, La Mesa, CA 91942

Phone: 619-825-5050/www.grossmonthealthcare.org

PROPOSAL GUIDELINES

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for the review, development and sustainment of a human resource program.

B. Introduction

Grossmont Healthcare District (GHD) is requesting proposals from qualified professionals with experience in Human Resources (HR) processes and systems. As an Independent Special District, GHD is a healthcare district governed by a publicly elected Board of Directors with a CEO who oversees the day to day operations. GHD is responsible for the oversight of the public private partnership and lease with Sharp to ensure access and quality care is delivered to the residents in the Grossmont Healthcare District and beyond. The district also seeks to understand and support suitable services for the approximately 500,000 residents within the districts 750 sq/mi geographic region. Finally, the district operates a community health library in La Mesa.

Responses are requested from companies capable of providing the District and its staff with Human Resources Consulting Services. Upon review of the proposals, the District 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.

C. Background

The District is a public agency with approximately 11 full-time and 4 part-time employees. The HR duties were managed by the Chief Executive Officer until an organizational restructuring occurred in November 2020 when HR was then placed under the newly created Director of Administrative Services position. The HR program will now move back under the CEO.

C. Eligibility

Consultants should be experienced in serving the HR needs of public sector agencies and have familiarity with the distinctions of special districts. The successful proposer will work directly with the Chief Executive Officer, Chief Financial Officer (Interim) and General Counsel to ensure all activities in this project are completed on schedule.

C. Bidder's Conference

There will be no bidder's conference relating to this RFP.

D. Instructions on Proposal Submission

1. Contents

The following information is required for the proposal submission to be considered:

- Firm name, address, contact name, title, phone number and email address
- Scope of Work including an outline approach, strategy, timeline to complete the requested Scope of Work and any other relevant information.
- Cost estimate for the proposed Scope of Work, and any other project-related costs
- List of at least 3 references and examples of similar projects

2. Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on October 29, 2021.

3. Inquiries

Inquiries concerning this RFP should be directed to Christian Wallis, Chief Executive Officer. Interested parties may call or e-mail at cwallis@grossmonthealthcare.org. Directing questions to any other individual may be cause for disqualification.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by GHD.

4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Christian Wallis
Chief Executive Officer
9001 Wakarusa Street
San Diego, CA 91942

The Offeror's proposal can be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
October 29, 2021
SEALED PROPOSAL
for Human Resource Consulting Services

Alternatively, Offerer's proposal can be sent via email to cwallis@grossmonthealthcare.org by October 29, 2021 at 4:00.

Failure to do so may result in disqualification of your proposal.

It is the responsibility of the Offeror to insure that the proposal is received by GHD by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject

GHD reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Notification of Award

It is expected that a decision selecting the successful human resource firm will be made within 4 weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful human resource firm, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful human resource firm.

It is expected that the contract shall be a fixed price contract for each milestone and service with an option to potentially provide minimal sustained human resource support.

E. Description of Scope of Services

GHD is seeking assistance from a firm knowledgeable and experienced in HR processes and systems in order to ensure consistent and appropriate in-house administration, and compliance with state, federal and local law. The scope of service will include assisting with full review and development of a comprehensive human resource program. The scope will also include an opportunity to provide ongoing HR consultative support directly to the GHD CEO and General Counsel.

Below is a list of milestones and specific services that may be sought by the District.

1. Building a Human Resource Program
 - a. Conduct a full personnel file audit
 - b. Ensure Standard Forms compliance (I-9, W4, CalPers/Benefits, etc.)
 - c. Develop job descriptions
 - d. Conduct a compensation analysis and recommendation
 - e. Conduct a COLA/Merit review/recommendation
 - f. Create a performance management process
 - g. Conduct benefits package evaluation
 - h. Develop a progressive disciplinary policy/process

2. Develop an Employee Engagement Program
 - a. Develop and deploy employee engagement surveys
 - b. Design of employee recognition programs
 - c. Develop Individual Development Plans (IDP)
 - d. Recommend leadership and staff development training

3. Human Resource Sustainment Plan
 - a. Establishing an HR comprehensive strategy and sustainment plan
 - b. Recommendations for succession planning
 - c. Limited monthly HR support services

Also, 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 service
2. The staff from your firm who would be assigned to this project
3. An estimated timeline to complete each milestone
4. The estimate billing rate or fee that would be applicable to each service

In addition to showing how you will meet the requirements outlined above, Proposers should also provide information regarding the following:

- x Provide an overview of how you meet all State & Federal rules and regulations
- x Provide an overview of how you define Best Practice solutions and recommendations

II. SPECIFICATION SCHEDULE

A. Delivery Schedule

Proposals must be received no later than 4:00 p.m. on Friday, October 29, 2021. Proposals received after the deadline will not be considered.

If the Offeror fails to make delivery of the audit opinions within the time schedule specified herein, or if the Offeror delivers audit opinions which do not conform to all of the provisions of this contract, GHD, may, by written notice of default to the Offeror, terminate the whole or any part of this contract.

B. Price

The Offeror's proposed price should be clearly identified and itemized. Include information indicating how the price was determined. The pricing information should result in a final fixed fee.

C. Payment

Final payment will be made when GHD has determined that the total work effort has been satisfactorily completed. Should GHD reject the results of a service, GHD's authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment. Progress payments will be allowed to the extent that GHD can determine that satisfactory progress is being made.

Upon delivery of the final reports to GHD and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the service.

D. Performance Review

All deliverables prepared under this contract will be reviewed by GHD CEO, CFO (Interim) and General Counsel.

E. Entrance and Exit Conference

An entrance and exit conference with GHD representatives and the Offeror's representatives will be held at the beginning and conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with GHD. It should include internal control and program compliance observations and recommendations.

I. Confidentiality

The Offeror agrees to keep the information related to all activities and contracts in strict confidence. Other than the reports submitted to GHD, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to these employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, GHD's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Experience

The Offeror should describe its prior human resource experience including the names, addresses, contact persons, and telephone numbers of prior organizations that have used similar services. Experience should include the following categories:

1. Prior experience in developing human resource programs for special districts.
2. Prior experience in managing special district human resource programs.

B. Organization, Size, and Structure

The Offeror should describe its organization, size, and structure.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the project. Descriptions should include:

1. Human Resource team makeup.
2. Overall supervision to be exercised.
3. Prior experience/qualifications of the individual team members and project leadership.

Only include resumes of staff to be assigned to the project. Education, position in firm, years and types of experience, continuing professional education, etc.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including human resource procedures, estimated hours, and other pertinent information.

E. Certifications

None

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals must be received by October 29, 2021 at 4:00 pm.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not contain the specified information.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with professional standards.

C. Proposal Evaluation

Evaluation of each proposal will include but not limited to the following criteria:

- 1) A proposed work plan which outlines the project with timelines, description of work, hours necessary to complete, compliance with federal/state regulations and a list of references.
- 2) A list of personnel and resources required to complete each milestone. The project team/leaders experience; especially with Special Districts. Accessibility of the key team members.
- 3) Recommendations for best practices in some of the key requirements services to be delivered.
- 4) Clear identification of pricing and any cost controls.

D. Review Process

GHD may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, GHD reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

GHD contemplates award of the contract to the responsible Offeror with the highest total points. Cost is not the only factor to be considered.