



Legislation Details (With Board Report)

File #:	15-0674	Name:	Countywide Service Agreement to Provide Human Resources Consulting Services
Type:	General Agenda Item	Status:	Passed
File created:	6/11/2015	In control:	Board of Supervisors
On agenda:	7/7/2015	Final action:	7/7/2015

Title: a. Approve and authorize the Contracts/Purchasing Officer to execute multiple agreements based on the criteria set forth in RFP #10432. The agreements are between the County of Monterey and the named vendors as follows: TPO Human Resources Management, Renne Sloan Holtzman Sakai, LLP., Public Interest Investigations, Inc., GY Investigations and Legal Services, Inc., CPS HR Consulting, Critical Incident Management Team, and William Avery & Associates, Inc., for the provision of Human Resources Consulting services to the County of Monterey on an as-needed basis for a term of five (5) years, effective from the date of execution through and including June 30, 2020. The aggregate amount over the term of all Agreements shall not exceed \$500,000, in accordance with the terms and conditions set within each Agreement;

b. Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Human Resources Consulting services with contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized and any additional agreement shall terminate June 30, 2020; and

c. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$500,000, even if no additional Agreements are entered into.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. CPS HR Consulting Agreement, 3. Critical Incident Management Team Agreement, 4. GY Investigations and Legal Services, Inc. Agreement, 5. Public Interest Investigations, Inc. Agreement, 6. Renne Sloan Holtzman Sakai Agreement, 7. TPO Human Resources Management Agreement, 8. William Avery & Associates, Inc. Agreement, 9. RFP 10432_Final, 10. Completed Board Order

Date	Ver.	Action By	Action	Result
7/7/2015	1	Board of Supervisors	approved	

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b. Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Human Resources Consulting services with contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized and any additional agreement shall terminate June 30, 2020; and

c. Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10%

of the original aggregate amount of \$500,000, even if no additional Agreements are entered into.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer to execute multiple agreements based on the criteria set forth in RFP #10432. The agreements are between the County of Monterey and the named vendors as follows: TPO Human Resources Management, Renne Sloan Holtzman Sakai, LLP., Public Interest Investigations, Inc., GY Investigations and Legal Services, Inc., CPS HR Consulting, Critical Incident Management Team, and William Avery & Associates, Inc., for the provision of Human Resources Consulting services to the County of Monterey on an as-needed basis for a term of five (5) years, effective from the date of execution through and including June 30, 2020. The aggregate amount over the term of all Agreements shall not exceed \$500,000, in accordance with the terms and conditions set within each Agreement; and
- b) Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Human Resources Consulting services with contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional agreements shall terminate June 30, 2020; and
- c) Authorize the Contracts/Purchasing Officer to increase the cumulative “not to exceed” amount by up to 10% of the original aggregate amount of \$500,000, even if no additional Agreements are entered into.

SUMMARY/DISCUSSION:

Approval of the recommended action will enable the County to provide professional personnel consulting services on an as-needed basis to County departments for a period of five years,

July 1, 2015 through June 30, 2020. Services will include classification, compensation, reorganization, personnel administration, recruitment, examination, selection, and related services as needed. The Human Resources Department will provide oversight and direction for services. Services will be provided to individual County departments, as specified by the County of Monterey Human Resources Department. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10432. Each Agreement will be included on the County-wide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the five (5) year term is not to exceed \$500,000. Copies of each Agreement are on file with the Clerk of the Board.

Additionally it is recommended that the Contracts/Purchasing Officer be authorized to enter into additional similar contracts after one year, with other vendors who otherwise meet the qualifications of RFP #10432 and agree to the same terms and conditions as approved vendors. Such additional agreements would be structured so that each such agreement would terminate at the same time as the agreements presented before Board approval today. It is also recommended that the Contracts/Purchasing Officer be authorized to increase the total aggregate amount by up to 10% of the original amount (or \$50,000) over the five year term of these agreements, even if no additional contracts are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved each Agreement as to form. The Auditor’s Office and Risk Management have approved each Agreement. All issues and concerns regarding this Master Agreement have been discussed and addressed accordingly. All departments involved have come to a mutual understanding of the intent of using Service Agreements qualified under an umbrella RFP.

FINANCING:

Funding for these services will be provided by departments requesting consulting services and contained within their approved budget allocations. Expenditures will depend on the actual services requested by individual County

departments.

Prepared by: DeAundra Lewelling, Management Analyst II, 4998

Approved by: Manny Gonzalez, Interim Director of Human Resources/Assistant County Administrative Officer, 3593

Attachments:

CPS HR Consulting Agreement

Critical Incident Management Team Agreement

GY Investigations and Legal Services, Inc. Agreement

Public Interest Investigations, Inc. Agreement

Renne Sloan Holtzman Sakai, LLP. Agreement

TPO Human Resources Management Agreement

William Avery & Associates, Inc. Agreement

RFP #10432: Countywide Service Agreement for Human Resources Consulting Services