

Request for Proposals

By



For

Certification Program Administration

and/or

Administrative/Logistical support

DEADLINE:

Mail or hand delivery to be received by:

3 p.m. May 12, 2017 to:

Craig T. Bohman, Treasurer of KPHRA
c/o City of Villa Hills
720 Rogers Road
Villa Hills, KY 41017
cbohman@villahillsky.org

I. Scope

The Kentucky Public Human Resources Association (KPHRA) seeks proposals from interested vendors to provide one or more of the following services to KPHRA for an initial 18 month period (July 1, 2017 – December 31, 2018) with annual renewal thereafter upon mutual agreement of the parties to terms:

- A. **Certification Program Administration** – Provide oversight, administration, and complete and accurate recordkeeping for the existing KPHRA certification and recertification programs. This will require that certification training be submitted for Continuing Education Units (CEUs) through an accredited public post secondary- education agency. Interested parties would be responsible for ensuring all applicable information and steps be taken to comply with necessary rules and regulations to obtain CEU credit for KPHRA training including proctoring training sessions and obtaining/submitting the required paperwork to obtain the CEU credits for members. Interested parties will also be responsible for maintaining records of the certification progress of individual KPHRA members, providing progress reports to the KPHRA certification committee, submit for approval the names of individuals who have meet the certification or recertification requirements, and safeguarding all personal information collected in the process of administering the Certification program. Certification requirements also include member experience reports which record the individual members’ HR related work in the prior calendar year. Certification Program Administration will require the collection and maintenance of these experience reports. Finally, membership evaluation of the training provided will also need to be obtained, analyzed and presented to the KPHRA Board of Directors. Interested parties will also be responsible for maintaining copies of all records for 5 years as a back-up to official copies maintained by KPHRA officers.
- B. **Administrative/logistical support** - Provide a central address which will act as the KPHRA business location where official correspondence can be sent, including but not limited to 990 and related forms, Secretary of State notices, invoices and payments, membership and certification forms, conference/workshop registrations, and any other correspondence. Correspondence/payments received will then be routed to the appropriate KPHRA officer/vendor for action. Assist with the creation and distribution of all conference/workshop related documents (conference packets, notices, registration forms, sponsorship advertisements, etc...); sending and receiving membership notices, renewals and invitations; help with the development and distribution of a newsletter; and assistance with KPHRA board meetings (distribution of agendas, minutes, etc...). KPHRA may also seek assistance in the procurement of certification awards, board recognition gifts, and conference registration gifts. Interested parties will also be responsible for maintaining copies of all records received for 5 years as a back-up to official copies maintained by KPHRA officers and safeguarding all personal information collected in the process of providing administrative/logistical support.

KPHRA strongly desires to maintain its independence as a strong professional organization dedicated to providing certification and networking opportunities to those interested in public sector human

resources from a variety of different segments of the public sector including cities, counties, public utilities, non-profit social service agencies, special purpose districts, and public sector professional associations. In order to adequately represent and serve the wide breadth of public sector HR in Kentucky, KPHRA is committed to providing the following services itself:

1. The selection and development of topics and speakers at conferences/workshops,
2. The setting of fees associated with KPHRA membership, certification, and registrations,
3. The selection of the location of board meetings, conferences, and workshops,
4. The development of the KPHRA budget, including any conference/workshop budget,
5. The payment of association bills and invoices and maintenance of financial records,
6. The setting of all agendas for board and committee meetings,
7. Determination of the certification program requirements in consultation with the Certification program administrator, and
8. Any other decision that the KPHRA Board of Directors reserves to itself or KPHRA committees.

II. About KPHRA

KPHRA is a 501(c)(6) professional organization dedicated to providing education and networking opportunities to those involved or interested in Human Resources as applied in public sector settings. The organization has membership of approximately 90 individuals from roughly 50 agencies spanning the length and breadth of the Commonwealth and representing various types of agencies including cities, counties, public utilities, special purpose districts, social service non-profits, and professional associations, among others. Some of the job titles represented by current or past members include Human Resource or Personnel Managers/Directors, HR Generalists, Deputy Judge-Executives, City or County Administrators, Executive Directors, Public Administration Specialists, City Clerks, and University professors.

The core activity of KPHRA is to provide bi-annual certification training to members in order to complete the requirements of the Kentucky Public Human Resource Administrator Certification program. The training sessions also provide an opportunity for networking with peers from across the Commonwealth to discuss common challenges and search for solutions to HR related issues. Currently the organization hosts a two and half day Spring Conference with approximately 18 hours of CEUs and a one day fall workshop with 6 CEU hours. This set-up is subject to change with the approval of the board.

III. General Instructions

Submit by mail or hand delivery one (1) original and eleven (11) copies no later than 3:00 p.m. local time on May 12, 2017 addressed to:

Craig T. Bohman, Treasurer of KPHRA
c/o City of Villa Hills
720 Rogers Road
Villa Hills, KY 41017

The proposal must be enclosed in a sealed envelope or box labeled “**Sealed Proposal for KPHRA– Do Not Open**”. Proposals will not be accepted by fax or electronic means. Proposals that arrive after the deadline will not be accepted. The proposal must clearly identify which one or more of the three services (described in A, B, and C in the **Scope**) the vendor has responded to. In addition, any vendor submitting responses for more than one service must indicate in their letter of transmittal if they will consider providing any of the services individually should KPHRA determine that another vendor’s proposal for a particular service better fits with the organization’s needs.

The proposals will be opened following the closing date, scored, and reviewed. The results will be delivered to the KPHRA Board of Directors at a KPHRA board meeting to be held May 16, 2017. The Board will make a recommendation to be voted on by the assembled membership during a membership meeting during the Spring Conference in the days immediately following the Board meeting.

KPHRA reserves the right to waive minor irregularities in the proposal process if it is deemed in the organization’s best interest to do so.

KPHRA shall not be responsible or liable for any costs incurred by vendors in the preparation and submission of the response to this RFP.

All information contained in this RFP is considered to be the exclusive confidential property of KPHRA. Recipients of this RFP are not to disclose any information contained within this RFP unless such information is publicly available. This RFP is provided for the sole purpose of enabling vendors to develop a response.

IV. Evaluation and selection criteria

Vendors will be evaluated based on the best fit of the vendor’s proposal to the requirements presented. However, KPHRA may use information other than that submitted. Vendors will be evaluated on the following criteria (in no particular order) for all three services:

- Quality and timeliness of the submitted proposal
- Proposed cost to KPHRA
- Financial stability of the entity responding
- Experience with applicable business and technical functions
- Experience and qualifications of the personnel expected to provide the service
- References

In addition, any proposal for service A.) **Certification Program Administration** will be evaluated on the vendor’s ability to meet the CEU approval and record keeping requirements stipulated by the KPHRA certification guidelines found in Exhibit A.

KPHRA reserves the right to make an award based solely on the information provided, to conduct discussions or interviews with selected vendors before making a final selection, or request proposal revisions if deemed necessary. The vendor(s) selected for award will be chosen based on KPHRA's evaluation and determination of which vendor(s) will provide the greatest benefit to KPHRA, not necessarily on the basis of the lowest price. KPHRA has no obligation to reveal how vendor proposals were assessed. Proposals should contain the vendor's best terms as related to the requirements of this RFP. Award of the services listed in this RFP will result in KPHRA and the selected vendor for each service entering into a contract.

KPHRA reserves the right to reject any or all proposals which are deemed unsatisfactory in any way. KPHRA shall have no obligation to award a contract for services, work, or products as a result of this RFP.

V. Inquiries

Questions regarding this RFP should be directed to Craig T. Bohman, KPHRA Treasurer at the City of Villa Hills, 859-341-1515 or to cbohman@villahillsky.org.

VI. Submission Requirements

Each proposal shall contain the following:

Letter of transmittal – Please provide a formal letter of transmittal with your submission that commits your entity to its proposal and states that it meets the requirements of this RFP. The letter must be signed by an authorized officer of your entity. Also include contact information for the person responsible for answering questions regarding the proposal, the person responsible for any contract negotiations, and the signer of the letter.

Executive Summary – Please indicate which of the three (3) services the vendor is submitting proposal(s) for. Provide an overview of your proposal(s) including your company's unique abilities or offerings to provide the service(s) to KPHRA. Include any deviations or exceptions to the Scope, Evaluation and Selection Criteria, or the Submission Requirements with a brief explanation as to why that particular aspect of the RFP cannot be met by the vendor.

Company information – Please provide a brief description of your agency. Identify your agency's start date, address, phone number, key managers and board members, and primary contact e-mail address. Indicate whether the two most recent years of audited financial reports are available if requested. List and provide the resumes of the personnel who will be anticipated to provide direct services to KPHRA should your agency be successful in obtaining a contract for your proposal(s).

References – Please provide the contact information for three customers to whom you have provided similar services, including the organization's name, the contact's name, title, address, telephone number, and e-mail address. Letters of recommendation from these customers containing the requested information are welcome.

Service provision- For each service, provide information that demonstrates your entity's ability to meet and/or exceed the expectations KPHRA described in the Scope, Evaluation and Selection Criteria, or the Submission Requirements for the services being proposed. Non-educational vendors that wish to submit to provide service **A.) Certification Administration** must provide an agreement with a public post-secondary education institution to deliver all aspects of providing CEU credit through that educational agency. This agreement shall be signed by an official at the educational agency with the title Dean or higher. Vendors submitting for **B.) Administrative/Logistical Support** must provide proof of bonding or other insurance that will be capable of covering any losses of KPHRA revenue that is expected to be handled by the vendor.

Price – For each service the vendor wishes to provide to KPHRA, please indicate the all-inclusive price your entity will charge KPHRA for the 3rd and 4th quarters of 2017 and then on an annual (calendar year) basis for the next calendar years (2018). KPHRA intends to pay half of the annual amount in the first six months of a calendar year, and the balance in the second half of the calendar year. Indicate how your entity would handle expenses in excess of 105% of the agreed upon amount. List any expenses the vendor would desire to bill separately from an all-inclusive price with a proposed unit price for that item(s).

Proposed Solution – Please describe in narrative form how the vendor's proposal meets the needs of KPHRA as outlined in the RFP.

EXHIBIT A: KPHRA Certification guidelines