



COUNTY OF SISKIYOU

Request for Proposals (RFP)
RFP #21-01- County Administration

FOR

Labor Negotiation Services

Proposals may be mailed, delivered or emailed to:

Stephanie Black
Management Analyst I
County Administration Office
1312 Fairlane Road
Yreka, CA 96097
Email: sblack@co.siskiyou.ca.us

PROPOSALS DUE BY:

March 1, 2021
4:00 PM

COUNTY OF SISKIYOU
REQUEST FOR PROPOSALS
FOR LABOR NEGOTIATION SERVICES

Proposed Timeline

Date	Activity
February 08, 2021	Release of Request for Proposals (RFP)
February 23, 2021	Question and Answer Deadline
March 1, 2021	Submission of Proposals due by 4:00pm
March 2-5, 2021	Review of Proposals
March 15-19, 2021	Proposer Interviews
March 26, 2021	Notification of Final Selection
April, 2021	Professional Service Agreement Processed
May, 2021	Professional Service Agreement Start Date

Preface

The County of Siskiyou, located in northern California and borders Oregon, currently employs approximately 660 employees across thirty-two departments and includes ten bargaining units which includes six negotiated MOUs. The goal of the Labor Negotiation Services Request for Proposal (RFP) is to identify a consultant, group or firm that can partner with County Personnel staff to negotiate the County's Memorandums of Understanding (MOUs). The negotiated MOUs are listed below, along with their expiration date:

MOU Expiration Date	Negotiated Bargaining Units
September 24, 2021	Deputy Sheriff's Association
September 24, 2021	Correctional Peace Officers Association
December 16, 2021	Operating Engineers
May 4, 2022	Organized Employees of Siskiyou County
June 15, 2022	Probation Officers Association
June 15, 2022	Sheriff's Management Unit

Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

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Scope of Work

The services the Labor Negotiator will be expected to provide include but are not limited to: negotiation, administration, preparation and interpretation of labor agreements and MOUs; the proposer may include any other services it deems necessary to achieve the goals outlined in this RFP.

The Labor Negotiator will serve at the pleasure of the Siskiyou County Board of Supervisors and work directly with the Personnel/Risk Manager as its primary contact as needed on the following:

1. Meet and confer in good faith for and on behalf of the County as the designated representative of the County Administrator (CAO) and the Personnel/Risk Manager, with representatives of the County's employee organizations.
2. Report to the Board of Supervisors, CAO, and Personnel/Risk Manager and any other entity as required on the progress of meetings in good faith with the recognized employee organizations.
3. Provide advice and bargaining strategy for the County based on the County's plans to achieve long-term fiscal sustainability.
4. Provide research and consultation on current trends, legislation, practices, and community standards of other public employers on various labor-related issues.
5. Analyze and consult regarding requests for information, analyze bargaining proposals and prepare County proposals and counter-proposals. Prepare the final MOU language based on negotiated agreements
6. Represent the County in an impasse and any subsequent procedures assigned by the CAO and/or Personnel/Risk Manager.
7. Provide support and interpretation of MOU language as requested by the CAO and/or Personnel/Risk Manager
8. Consult as to employer-employee issues inclusive of grievances, including assisting with and preparation and presentation of administrative hearings, fact-finding, and arbitrations as requested by the CAO and/or Personnel/Risk Manager
9. Provide strategic planning on specific negotiations as well as overall labor relations strategy.

Submission Requirements

Proposal Format: Proposals must contain the following:

1. **Cover Letter**
 - a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the company or firm.
2. **Current Resume**
 - a. Please provide for each individual included in the proposal.
3. **Proposer Background**
 - a. Please include qualifications and background, including education, work experience with local government entities or other similar situations or organizations, and any other relevant experience.
4. **Approach:**
 - a. Please explain how you propose to undertake the Scope of Work outlined above, demonstrating a clear understanding of the requirements. Please provide the County with a clear idea of your labor relations methodology and how you will approach and accomplish the Scope of Work.
5. **Questionnaire:**
 - a. Please complete the questionnaire attached to this RFP (Attachment A-1).
6. **References:**
 - a. Please include at least five labor relations related references.
7. **Price Proposal:**
 - a. Include a fee schedule for the services as outlined in the Scope of Work. You may also include information as to how your price is calculated as well as fee options.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The evaluation committee will consider only the proposals which have been considered responsive to the proposal. Any proposal that fails to meet the proposal's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, will be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach

3. Experience and references
4. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities submitting the proposal(s) selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96097 on or before **4:00 PM, March 01, 2021** (ATTN: Stephanie Black, Management Analyst I).
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, California 96097 and postmarked by **4:00 PM, March 01, 2021**.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to: Stephanie Black, Management Analyst I, at sblack@co.siskiyou.ca.us and must be received by **4:00 PM, March 01, 2021**.

Responding parties will provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, mail or electronic copy as instructed above.

Respondents to this solicitation are asked to direct all inquiries related to the project(s) to Ms. Black by email, sblack@co.siskiyou.ca.us or by phone at 530-842-8003. The deadline to submit questions is February 23, 2021.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County, that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis

prohibited under state or federal law.

Attachment

Attachment A-1: RFP Questionnaire