



PALM BEACH Transportation Planning Agency

AMENDMENT #1

RFP NO. 2022-04

The Palm Beach MPO
d/b/a

The Palm Beach Transportation Planning Agency (TPA)

is providing responses to questions received regarding RFS 2022-04 and associated amendments for:

Human Resources Consulting Services

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT

Palm Beach County Mayor Robert Weinroth - TPA Governing Board Chair

Valerie Neilson, Executive Director

**Palm Beach Transportation Planning Agency
301 Datura Street
West Palm Beach, FL 33401**

DATE ISSUED: August 5th, 2022

CLOSING DATE AND TIME: August 12th, 2022 @ 4:00 P.M. EST

PASSWORD DELIVERY DATE AND TIME: August 12th, 2022 @ 4:01 – 5:00 P.M. EST

_____ (Authorized Representative of Firm) hereby certifies receipt and review of this Amendment.

Signature: _____

Date: _____

RFP 2022-04 Human Resources Consulting Services is Amended as follows:

1. Page 8 Section 2. The CONSULTANTS' COMPETITIVE NEGOTIATION ACT paragraph is stricken from this procurement. RFP 2022-04 Human Resources Consulting Services will not be administered under the provisions of the CONSULTANTS' COMPETITIVE NEGOTIATION ACT.
2. RFP Page 8 Section 2 Disadvantaged Business Enterprise Paragraph is modified to the following:

~~The TPA requires the CONSULTANT, and the TPA's other contractors, to not discriminate on the basis of race, color, national origin, and sex, in the award and performance of this contract. The policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, F.S., and Rule Chapter 1478, Florida Administrative Code.~~

The TPA requires that all proposers and the selected consultant will abide by applicable nondiscrimination authorities and will not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the award and performance of this contract. The policy covers in part the applicable federal regulations and the applicable statutory references contained therein for Title VI of the Civil Rights Act and other Federal/State Nondiscrimination Authorities, Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, F.S., and Rule Chapter 1478, Florida Administrative Code.

The TPA is required to implement the FDOT DBE Program on any contracts with FHWA funds. FDOT operates a 100% race and gender-neutral DBE program. This means that FDOT's current overall goal of 10.65% may be achieved without the use of contract DBE goals.

- a. The TPA will not require use of DBEs by the consultant as a matter of contract, nor will it seek sanctions for failing to use DBEs.
- b. The TPA will not use bidder DBE commitments to evaluate bidder proposals or to select the winning consultant.
- c. The TPA will not employ local or regional preferences in the evaluation or award of the contract.
- d. The TPA is precluded from using any business program besides the FDOT DBE program. County or municipal small, minority or women's programs will not be used in award, evaluation or delivery of the contract.

[Remainder of this page intentionally blank]

RFP 2022-04 Human Resources Consulting Services Submitted Questions and Answers

1. RFP Question #1:

Before I work on a response to your RFP, I just wanted to make sure that you are accepting proposals from businesses *not in Florida*? We are located in Annapolis, MD.

TPA Response #1:

Proposals are accepted from firms located within the United States.

2. RFP Question #2:

How many employees work for the TPA? Is the TPA a multi-state employer, if so, what is the number of employees in each work state?

TPA Response #2:

The TPA currently employs eleven (11) staff members. When fully staffed, the TPA employs sixteen (16) full-time positions and one (1) intern. The TPA is not a multi-state employer. The TPA has a single office located in West Palm Beach, FL. All current and future staff members are/will be based at this office.

3. RFS Question #3:

What are your attrition rates – e.g., hires and terms per month.

TPA Response #3:

We hire/term 2-5 employees per year.

4. RFS Question #4:

When was your employee handbook last reviewed and updated?

TPA Response #4:

The TPA Personnel Handbook is currently in review by the TPA's legal consultant. The selected HR Consultant will receive the most updated version for additional review and recommendations for current industry best practices.

5. RFS Question #5:

Is onsite required or will this be a virtual engagement? Is onsite required to review the proposal with the TPA?

TPA Response #5:

The selected HR Consultant must be able to provide both virtual and in-person services as determined by the TPA on a case-by-case basis.

Short listed proposers may be afforded the opportunity for virtual oral presentations.

6. RFS Question #6:

What types of positions does TPA recruit/approximately how many positions on an ongoing basis?

TPA Response #6:

Please see <https://www.palmbeachtpa.org/TPAstaff> for a full list of the positions that the TPA employs.

7. RFS Question #7:

Does TPA have its own recruitment sources/vendors, job posting sites, etc.

TPA Response #7:

The TPA utilizes well known job posting sites and other transportation related forums/organizations to advertise open positions. The TPA currently does not use a recruitment service.

8. RFS Question #8:

Maintenance of personnel documentation and resources – does the TPA anticipate electronic filing by the HR Vendor or is TPA looking only for personal file and recordkeeping guidelines?

TPA Response #8:

The TPA desires the HR Consultant to maintain the document vault/library portal. This includes uploading and maintenance of the stored documents.

9. RFS Question #9:

In the RFP scope of work, it states, “file required state and federal documents”. Can you please elaborate on this?

TPA Response #9:

Any miscellaneous human resources documents required to maintain the TPA’s legal status as an employer. All payroll related filings are handled separately via the payroll vendor.

10. RFS Question #10:

What current HRIS systems are you utilizing for payroll, benefits, and HR?

TPA Response #10:

The TPA currently uses QuickBooks for payroll processing services. Benefits and HR documents are stored in isolated and secured file drives. An HR portal is not yet in place at this time but is expected with Accounting/HR Software procurements occurring later in 2022.

11. RFS Question #11:

What is your anticipated growth in employee count over the next 6 months? 12 months? 24 months?

TPA Response #11:

The TPA’s staff position count is not expected to increase in the next 24 months.

12. RFS Question #12:

Please expand upon or define “regular availability” from the Scope of Services as used here:

The Contractor Shall:

1. Provide regular availability of the following services for staff as required:
 - Conflict resolution
 - Receive, process, and assist with the resolution of all employee grievances
 - Provide employee counseling and guidance
 - Guide disciplinary actions as needed

TPA Response #12:

An HR professional should be accessible during TPA business hours and respond within 24 hours.