I. PURPOSE OF REQUEST FOR PROPOSAL

Park City Fire Service District (PCFSD) hereby issues a Request for Proposal (RFP) for Human Resources consulting services to review, revise and make recommendations regarding Park City Fire Service District’s personnel policies.

II. BACKGROUND INFORMATION

Park City Fire Service District was incorporated in 1984 as a dependent special service district of Summit County, Utah. PCFSD currently has a general fund budget of approximately $13.6 million with 88 full-time and 27 part-time employees. PCFSD provides emergency services to the 32,000 year-round residents including fire suppression, emergency medical, special rescue, and fire prevention services.

Summit County Council has delegated to the Administrative Control Board of the District all power and authority to act as the governing body of the District except those powers reserved by County statute. The Administrative Control Board is required to review personnel policies annually to ensure that they conform to the requirements of state and federal laws.

III. OBJECTIVE AND SCOPE

PCFSD wishes to retain a consultant to perform a review and revision of approximately 75 personnel policies to ensure consistency among policies and conformation with state and federal laws.

The scope would include making recommendations and developing new policies, if necessary. In addition, review existing job descriptions and revise as needed.

IV. TERM

If the selected firm performs satisfactorily, it is anticipated that the same firm will have an on-going relationship to perform similar services on an as-needed basis.
V. PROPOSAL QUALIFICATION REQUIREMENTS

Interested parties should include the following information in their proposal:

A. Profile of the Proposer

The profile of the proposer should provide general background information. This should include:

1. The organization and size of the proposer, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at the office.

B. Proposer's Qualifications

1. Identify the staff who will work on the policy revision.
2. Describe recent experience similar to the type of policy review requested.
3. Describe prior experience with governmental entities, specifically special service districts providing fire protection and emergency medical services, including, if possible, client names and work descriptions.

C. Proposer's Approach

1. Submit a general work plan to accomplish the scope defined in these guidelines.
2. Proposer will work with staff to review and revise policies.
3. Provide frequent progress/status report.

D. Time Requirements

Proposer will provide a proposed project schedule.

E. Fees

1. Supply the billing rates, estimated number of billable hours, other billable expenses and a “not-to-exceed” fee for the policy revision.
2. Description of the proposer’s billing practice and payment terms.
F. Non-discrimination Clause

Affirm that the firm does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

VI. EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

1. Responsiveness of the proposal in clearly stating an understanding of the services to be performed.
   
a. Appropriateness and adequacy of proposed procedures.
   
b. Reasonableness of time estimates and total hours.
   
c. Approach to delivery of services.

2. Qualifications and relevant experience of firm.

3. Other factors that may be determined by PCFSD to be necessary or appropriate in its discretion.

B. Cost

C. Right to Reject

Park City Fire Service District reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the policy revision.

Any agreement entered into by PCFSD and bidders is on a non-exclusive basis.

D. Interpretations

PCFSD will be the sole and exclusive judge of quality and compliance with proposal specifications. PCFSD reserves the right to award this contract in any manner it deems to be in the best interest of PCFSD and make the selection based on its sole discretion.
PCFSD will retain ownership of the final product.

VII. SUBMISSION OF PROPOSALS

Three copies of your proposal must be submitted to Park City Fire Service District, Patti Berry, PO Box 980010, Park City, Utah, 84098-0010, no later than 5:00 P.M. on Wednesday, July 10, 2013. No proposal will be considered that is not received at or prior to the above time and date.

VIII. COSTS INCURRED BY PROPOSER

Costs for developing a response to the request for proposal, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to Park City Fire Service District.

IX. SOURCES OF INFORMATION

Patti Berry can be contacted at (435) 940-2513 for information necessary to complete the proposal.