



SACOG Board of Directors

October 22, 2015

Approve Request for Proposal for Joint Regional HR Services

Issue: Should SACOG release a Request for Proposals (RFP) for the cooperative purchase of HR services in the greater Sacramento region?

Recommendation: The Government Relations & Public Affairs Committee recommends that the Board of Directors delegate authority to the Chief Executive Officer to release a Request for Proposal for HR Services and award and execute a contract.

Committee Action/Discussion:

Since 2012, staff has worked with SACOG member agencies and the Board to identify priorities for potential shared services. The original Board interest was in a compensation survey concept proposal to explore member interest in developing shared resources for compensation surveys, benefits surveys, and other related human resource (HR) services.

In order to understand specific demand, staff decided it would be beneficial to bring together local government HR staff from around the region to discuss their specific needs and the potential for joint procurement of HR services. Over the last year, SACOG planned and coordinated half a dozen meetings around the Sacramento region. Fourteen local governments expressed interest in the joint procurement of HR services. The specific topics for joint contracting mainly aligned with original board interest for classification and compensation studies, along with the potential for an online compensation database and an “on-call HR services” category. The intent of the procurement is to have a contract that saves time and money for all participating agencies and each agency will be able to review pricing before entering into a contract that staff hopes is in place early next year. The contract will be structured so that local governments will be able to add onto it at any time it is in effect.

Since this joint contracting approach is not commonly applied, SACOG released a Request for Information (RFI) in July to better assess demand and contract opportunities for a joint regional purchase. Seven vendors responded, and all expressed strong interest in the contract design and the services mentioned, and were interested in submitting a proposal for an eventual RFP.

The potential savings to individual public agencies from participating in a joint procurement could be significant. Complete classification and compensation surveys procurement presents a substantial one-time cost among local municipalities. As shown in the RFI responses, a joint contract for the entire region in large volume can present substantial discounts to all participating agencies. The RFP would attempt to present a standardized pricing structure available to participating agencies that includes vendor staffing, travel, and project management. Several smaller municipalities have been unable to update their classification and compensation information for decades due to cost. SACOG anticipates a joint contract will give a more viable opportunity to procure services to update their classification and compensation information.

Approved by:

Mike McKeever
Chief Executive Officer

MM:EJ:CP:ts
Attachment

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Overview of RFP for Joint HR Services Procurement

This Request for Proposal (RFP) is for the purchase of (1) classification updates on a complete or individual basis, (2) compensation survey updates on a complete or individual position basis, (3) classification audits, an (4) online consolidated database of compensation information, and (5) on-call HR services all on an as-needed basis on behalf of the Participating Agencies defined below. Any public agency within the State of California may choose to participate at a future date. SACOG shall be the lead agency for this solicitation. Services will be provided on a scheduled or on-demand basis.

Participating Agencies shall purchase directly from the contractor, under the contract awarded pursuant to this RFP and the resulting agreements between the Contractor and each Participating Agency. Participating Agencies shall be directly billed by the Contractor for purchases. No party, including SACOG, shall be responsible to the Contractor for specific payments other than the Participating Agency contracting for those purchases.

The RFP will estimate the expected classification and compensation updates for Participating Agencies.

Project Timetable

December 1 st , 2015	Issue Request for Proposals
December 14 th , 2015	Questions due (if necessary)
December 23 rd , 2015	Addenda to RFP Posted
January 15 th , 2016	Proposals Due
January 18 th -29 th , 2016	Review of Proposals
February 2016	Contract Award
March 2016	Execution of Contract
April-June 2016	Participating Agencies sign sub agreements
Fall 2016	Contract effective/services begin

Potential Participating Agencies

City of Citrus Heights	City of Winters
City of Davis	City of Woodland
City of Elk Grove	City of Yuba City
City of Placerville	County of Sacramento
City of Rocklin	County of Sutter
City of Sacramento	County of Yolo
City of West Sacramento	County of Yuba