



Northeast Ohio Areawide Coordinating Agency

NOACA
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www.noaca.org

Request for Qualifications (RFQ) for Human Resources Professional Services for NOACA.

Issue Date: June 11th, 2018

Close Date: July 27, 2018

The Northeast Ohio Areawide Coordinating Agency (NOACA), is seeking responses to this request for qualifications ("RFQ") in order to select a qualified human resource professional firm(s)/organization to assist NOACA on a task order basis on Human Resource matters.

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1. ABOUT NOACA

NOACA is the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio. In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs.
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use.
- Prepares the region's long-range transportation plan and short range transportation improvement program, which is the region's capital budget for federally funded transportation projects.
- Conducts studies that address congestion, improve safety and strengthen community livability.

NOACA is directed by a 45-member Board of Directors, representing all five NOACA counties and the City of Cleveland, plus transit agencies, the Northeast Ohio Regional Sewer District, the Cleveland-Cuyahoga County Port Authority, Ohio EPA, and the Ohio Department of Transportation (ODOT).

The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities, the largest being Cleveland.

2. REQUEST FOR QUALIFICATIONS

NOACA has 47 FTE's, (42 currently filled), and is in need of securing a task order Human Resource Professional Consulting Services to assist NOACA with Human Resource functions including, but not limited to:

- Advising on employee related matters such as discipline, grievances, unemployment hearings, leaves;
- review of policies and procedures, proper application of CBA's and Civil Service Rules;
- assist with staff training and requirements and best practices;
- assists in wage and salary administration;
- ability to perform job audits and formulate job reclassifications recommendations;
- review, revise and compose job descriptions;
- advise on job recruitments and search processes;
- assists in interviews; and
- various human resource functions as determined
- Employee performance review management and advice

Selection Criteria and Process

NOACA reserves the right to select more than one firm for human resources consulting services to identify areas of strength and weakness and where improvements may be needed. NOACA

will evaluate each proposal based on personnel qualifications, firm experience, approach, schedule and overall cost. NOACA may conduct interviews with those firms that it deems most qualified and shall rank the top three firms in order. NOACA will then negotiate with the number one ranked firm to enter into a contract for the services outlined within this RFQ. In the event that NOACA cannot execute a contract with the first selected firm, negotiations will begin with the second ranked firm for the execution of an acceptable contract.

Requirements:

SHRM, PHR, or other accredited Human Resources professional certifications preferred. .

The proposer shall provide documentation of professional liability/malpractice insurance coverage.

Please provide three referrals from governmental organizations that are similar to NOACA in size and scope.

Please include an hourly rate for services.

3. PROCESS AND TIMELINE FOR SELECTION

Electronic copies of the following documents must be submitted to NOACA by the submission deadline:

1. Cover letter with contact information and statement of interest
2. Responses to the selection criteria
3. References and/or letters of recommendation

Inquiries

All inquiries related to this RFQ are to be directed in email to:

Susanna Merlone
smerlone@mpo.noaca.org
NOACA

Information obtained from any other source is not official and should not be relied upon.

Closing Date

Electronic submissions will be until 12pm on Monday, June 25, 2018. Submissions are limited to 30mb. Responses may not be sent by facsimile or post. Submissions should be emailed to procurement@mpo.noaca.org. If you do not receive an automatic response, please call (216) 241-2414 extension 108.

4. GENERAL INFORMATION

- A. NOACA, as an Equal Opportunity Employer, requires all consultants to affirm that they agree to abide by any and all applicable equal employment opportunity laws, whether state or federal, and to use best efforts to subcontract with Disadvantaged Business Enterprises (DBEs) when possible. It is recommended that consultants attempt to achieve 12% letting of subcontracts to DBEs. This complies with requirements of NOACA for its efforts at minority participation. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin, and agree to take affirmative action so that applicants are employed and that employees are treated during employment without regard for their race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree that they will insert the foregoing provision in all subcontracts in connection with services provided. Consultants further agree to comply with all requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.
- B. All submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- C. All submissions received by NOACA in response to this RFQ shall remain valid for 90 days from the date of submittal.
- D. NOACA reserves the right to cancel or reissue the RFQ or to revise the timeline at any time. NOACA may reject any submission if such action is believed to be in the best interest of the agency.
- E. NOACA is not liable for any costs incurred by firms seeking prequalification, or prior to execution of a TLCI contract with a TLCI sponsor.