



**REQUEST FOR PROPOSALS
HUMAN RESOURCES CONSULTANT SERVICES**

The Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) is inviting proposals from qualified Human Resources Consultants to provide assistance with present and anticipated staffing needs at the LBA. Specifically, the LBA currently anticipates hiring an additional supervisory staff member, a managerial staff member, and two (2) support staff members.

The Fulton County/City of Atlanta Land Bank Authority, Inc. (LBA) lacks a dedicated Human Resources Officer and therefore, the LBA Executive Director is recommending the engagement of a Human Resources Consultant to assist with effectively executing the staffing process.

Interested firms should submit **five copies** of their Proposal, which addresses the Proposal Requirements described in the Scope of Work section. Fax and e-mail proposals are not acceptable.

PROPOSALS WILL BE ACCEPTED UNTIL 4:30 PM (EDT), October 9, 2017

They should be addressed to:

**Mr. Christopher Norman – Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.
c/o Griffin & Strong, P.C.
235 Peachtree Street Suite 400
Atlanta, Georgia 30303**

If you have any questions concerning this request, please contact Atty. Rodney Strong at (404) 584-9777.

Sincerely,

Christopher Norman
Executive Director
Fulton County/City of Atlanta Land Bank Authority, Inc.

GENERAL INFORMATION

Pursuant to O.C.G.A. §48-4-60 the Fulton County/City of Atlanta Land Bank Authority, Inc. was established through an Interlocal Cooperation Agreement dated January 19, 1994.¹ The Interlocal Agreement between Fulton County, Georgia and the City of Atlanta, Georgia bound both parties to the following purpose:

- A. The parties shall participate jointly in the incorporation of a non-profit corporation named the Fulton County/City of Atlanta Land Bank Authority, Inc. (hereinafter referred to as “the Authority”) the establishment of which will be to foster the public purpose of returning property which is in a nonrevenue generating, nontax producing status to an effective utilization status in order to provide housing, new industry, and jobs for the citizens of the county.
- B. In carrying out this purpose the Authority shall, in accordance with applicable laws and codes, acquire title to certain tax delinquent properties which it will in turn inventory, classify, manage, maintain, protect, rent, lease, repair, insure, alter, sell, trade, exchange or otherwise dispose of under such terms and conditions as determined in the sole discretion of the Authority.
- C. In further carrying out this purpose the Authority may, in its discretion, and in conjunction with the Parties’ respective School Districts, extinguish past due tax liens from property foreclosed upon by the Parties in their tax collection capacities, in accordance with the guidelines contained herein.

The LBA over the past 26 years has served the City of Atlanta and Fulton County in this capacity and has stood as a model for other Land Bank Authorities around the country.

Funding for the LBA’s operational needs is provided from both the City of Atlanta and Fulton County through annual funding requests, as well as, from philanthropic sources and transactional revenue. The LBA also receives funds for programmatic initiatives. The sources of these funds are local and federal.

¹ The Land Bank Authority recently executed an “Amended and Revised Interlocal Cooperation Agreement,” effective February 28, 2017. The purposes of the agreement, and the LBA’s role(s) therein, have not changed significantly from those listed below.

SCOPE OF WORK

Services to be performed include the following:

- Final review and editing detailed job descriptions for four (4) open positions;
- Provide recommendations for appropriate recruitment sources/platforms (*i.e.*, websites, social media outlets, job boards, *etc.*) for the publication of job listings, and coordinating the posting of each listing;
- Resume review and evaluation of potential candidates using the criteria set forth below to create an interview pool of approximately 5-7 applicants per open position;
- Participation in interview and review of finalists for each open position;
- Assistance with creating performance metrics for each new position.

EVALUATION OF PROPOSALS

1. Evaluation Committee – Proposals received will be evaluated by a committee consisting of LBA Staff, LBA Board Directors and selected professionals.
2. Review of Proposals – The Evaluation Committee will use a two-step method to render a decision on the selection of the awardee.

Step 1. Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Any “no” answer to the first three questions will disqualify the proposal.

1. Is the firm registered with the Georgia Secretary of State, *e.g.*, as a corporation, LLC, or foreign entity doing business in Georgia?
 yes no
2. Are the proposed project leads for the firm HRCI and/or SHRM certified? Please provide detailed listing of all current certifications of anticipated leads for this project.
 yes no
3. Is the firm independent of the LBA (*i.e.*, free of any conflict(s) of interest)? For example, is there an existing familial, business, or other financial relationship between a member, employee, or affiliate of the proposing firm and any LBA employee or board member? In this regard, please provide the full ownership structure of the firm, including a list of all parent or subsidiary entities.
 yes no

4. If the firm has more than 10 employees, please confirm that the firm is registered with E-Verify as required by current Georgia law (OCGA § 13-10-91), and provide details of such registration. If the firm has 10 or fewer employees, exempting it from the statutory requirement, please confirm that the owner/principal possesses a valid driver's license from Georgia or another U.S. State, or other proof of U.S. citizenship.
- yes no
5. Is there any pending litigation against the firm or any of its principals or officers? If so, please provide detailed summary of any/all pending litigation. yes no

Step 2. Proposals will be scored using the following technical criteria. Points for each question will range from 0-20. The maximum technical score is 100 points. Proposals should address each question.

- Does the proposal fully respond to the needs of the LBA with regard to Human Resources Consultant services? (0-20 points)
- Has the proposing firm demonstrated sufficient stability, continuity of operations, and financial and staffing resources to provide reasonable assurance of its ability to perform the required services over at least a one-year period? (0-15 points)
- Has the proposing firm demonstrated a recent track record of success in recruiting and evaluating qualified personnel, and in achieving active placements of personnel? (0-15 points)
- Has the proposing firm demonstrated a recent track record of success regarding senior or executive level recruitment and placement? (0-10 points).
- Is the quality of the firm's professional personnel to be assigned to the engagement adequate, upon review of the listed team members and their respective credentials? (0-20 points)
- Does the proposal adequately describe in a clear, concise, and understandable manner the work to be performed and procedures to be used? (0-20 points)

The LBA reserves the right to conduct additional investigation into the background and/or qualifications of any proposing firm, to require additional documentation or other information to clarify or confirm disclosures provided or sought in furtherance of a proposal, and to check references provided by a proposing firm.

PROPOSAL FORMAT AND REQUIREMENTS

In order to secure information in a form, which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

- ❖ Title page should include the proposal subject, the firm's name, address, phone and fax numbers, email address, contact person, and date of the proposal.
- ❖ A Table of Contents with page numbers.
- ❖ A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the period, a statement why the firm believes it to be the best qualified to perform the engagement and that the proposal is an irrevocable offer for a stated period of time (minimum 90 days).
- ❖ Information about the firm. Is the firm local, national or regional? Outline the firm's history, including the date it was established, the number of employees, and range of services offered. An organizational chart is not required, but is recommended. Also outline the philosophy and target market(s) of the firm. Is the firm independent with respect to the LBA?
- ❖ Information regarding the number of recruitments undertaken by the firm in the previous eighteen (18) months, and the percentage of successful placements during that time period. In providing such information, the firm should also differentiate between entry level recruiting/placements and senior or executive level recruiting/placements.
- ❖ A description of your understanding of the project objectives and outcomes and how these will be achieved.
- ❖ Team composition. Provide a complete listing of all key personnel who likely will be assigned to this project, their background, experience, qualifications, certifications, roles and responsibilities, and availability. Please also provide resumes for such anticipated key personnel.
- ❖ Provide prior experience with providing similar services within the past eighteen (18) months. Information on each engagement should indicate term of engagement, and types of services provided. Firms are advised to highlight particular experience in dealing with non-profit organizations and/or local governments.

- ❖ References. By submitting its proposal, the firm is expressly agreeing to permit the LBA to contact any/all of the references provided by the firm. Please provide references of at least three Human Resources clients (with phone numbers and contact persons). The clients listed should be those served by members of the proposed team and/or the local office that will serve the LBA.
- ❖ Provide information as to the approach, timing, and overall work plan of the engagement team, specific to the scope of work.
- ❖ A cost proposal for the scope of work, including rates, anticipated hours, personnel, activities/tasks, estimated out-of-pocket expenses, and a proposed payment schedule based on the work plan. Please also include in the cost proposal a breakdown of the estimated hours by classification for partners, managers, senior staff, and junior staff.
- ❖ Outline and describe the level of support your firm will require of the LBA staff or the Board of Directors.

WITHDRAWAL OF RFP PROPOSAL SUBMISSION

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person listed on Page 1 of this RFP. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

RFP COSTS

All costs incurred in the preparation and presentation of the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the LBA. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the accounting services contract.

AWARD BASIS

At the option of the Board of Directors of the LBA, finalists may be selected for a final round of negotiations; however, vendors are encouraged to present their best offers with their initial submission.

LBA reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which LBA, acting in the sole and exclusive exercise of its discretion, deems to be in LBA's best interest. The award of the contract will not necessarily be made to the firm offering the lowest price.

CONTRACTUAL DEVELOPMENT

Once a proposal is accepted, the successful respondent will enter into a contract with the Fulton County/City of Atlanta Land Bank Authority, Inc. in their role as management entity for the LBA Board of Directors. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

OTHER TERMS AND CONDITIONS

1. WORK PRODUCT

All work papers prepared in connection with the contracted services will remain the property of the successful bidder. The work papers must be retained for a period of five years and be made available to the LBA or the City of Atlanta and Fulton County upon request. All reports rendered to the LBA are the exclusive property and subject to their use and control.

2. INDEPENDENT CONTRACTOR

The successful bidder and its agents, officers and employees shall act at all times in an independent capacity during the term of the agreement and in the performance of the services to be rendered, and shall not act as, and shall not be, and shall not in any manner be considered to be agents, officers or employees of LBA, the City of Atlanta or Fulton County.

3. ASSIGNMENT

Neither the agreement, nor any part thereof, shall be assigned by the successful bidder without the prior written consent of the Fulton County/City of Atlanta Land Bank Authority, Inc. and the LBA Board of Directors.

CONTRACT TERMS

The firm that is selected is eligible to enter into a one-time service contract. Fulton County/City of Atlanta Land Bank Authority, Inc. may terminate the contract upon written notice to the vendor of not less than thirty (30) days.

The LBA also reserves the right to request changes in the selected firm's representation if, at our discretion, assigned personnel are not satisfying the needs of the LBA.

PAYMENT TERMS

The LBA will pay the compensation for services, as included in the accepted proposal, based on net 30 days from date of receipt of invoice.

INFRINGEMENT AND INDEMNIFICATION

The firm awarded this contract pursuant to the RFP process agrees to protect, defend and hold harmless the LBA against any demand for payment for use of any patented materials, process, article, or device that it may enter into the rendering of the necessary services. Furthermore, the selected firm agrees to indemnify and hold harmless the LBA, their employees and the LBA Board of Directors from suits or actions of every nature and description arising out of, or in connection with, the performance of those contracts, or on account of any injuries or damages received or sustained by a party or parties by or from any act of the selected firm, or its agents.

EQUAL OPPORTUNITY

The LBA emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. While no additional points will be given for their status during the qualification and award process, minority and women-owned firms are especially encouraged to respond to this RFP.

LIMITATIONS

The LBA reserves the right to reject any proposal for non-compliance with any of the substantive or procedural requirements set forth herein. The LBA also reserves the right to waive any listed requirement as to all proposing entities at its sole discretion.

Total proposal length excluding cover letter should not exceed 15 pages. Note that this also excludes exhibits.

BIDDER'S QUESTIONS

Any technical questions concerning the Request for Proposals should be submitted in writing to:

Rodney K. Strong, Esq.
Griffin & Strong, P.C.
235 Peachtree Street, Suite 400
Atlanta, GA 30303
Email: Rodney@gspclaw.com
Tel. (404) 584-9777
Fax (404) 584-9730

Such questions must be received by the date and time stipulated in the calendar of events. If necessary, written responses to these questions will be provided to all firms holding Request for Proposals by the date and time stipulated in the calendar of events.

CALENDAR OF EVENTS

Listed below are the important actions and dates/times by which the actions must be taken or completed. If LBA finds it necessary to change any of these dates, it will be done by addendum.

Thursday, September 21, 2017	Issue Date
Thursday, September 28, 2017, 4:30 p.m.	Deadline for questions re: RFP
Tuesday, October 3, 2017, 4:30 p.m.	LBA issues responses to questions
Monday, October 9, 2017, 4:30 p.m.	Proposal submission deadline
Thursday, October 26, 2017	Notification/Announcement of Award