
**Lansing Housing Commission
419 Cherry
Lansing, MI 48933**

**HUMAN RESOURCE CONSULTING SERVICES
REQUEST FOR PROPOSAL**

PROJECT #: 022024
RELEASE DATE FEBRUARY 1, 2024
DUE DATE FEBRUARY 22, 2024 2:00PM EST

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INVITATION TO RFP

Human Resource Consultant Services for Lansing Housing Commission

Project No.: 022024

Release Date: February 1, 2024

Due Date: February 22, 2024

Due Time: 2:00 PM EST

The Lansing Housing Commission (LHC) is soliciting a proposal from a qualified firm or consultant for professional and technical services to provide human resource consulting services for LHC.

Proposals must be received no later than 2:00PM EST on February 22, 2024. After this deadline, no other proposals or modifications will be accepted. One electronic copy of the proposal package must be delivered by **email to Karen Chase at Karenc@lanshc.org**. One bound copy must be mailed or dropped **off at LHC offices Attention Karen Chase 419 Cherry Street Lansing, Michigan 48933**.

Questions concerning the RFP submittal requirements should be directed to Karen Chase, Executive Assistant, at Karenc@lanshc.org. The deadline for questions is February 15, 2024.

Proposal packages submitted will be evaluated by an evaluation committee selected by LHC and ranked by the evaluation factors outlined in the **Evaluation Criteria** section.

This project is federally assisted and will obligate the ultimate awardee not to discriminate in employment practices; adhere to Department of Labor requirements and otherwise to adhere to applicable federal requirements. Minority and women owned business are encouraged to respond. LHC reserves the right to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected. LHC reserves the right to waive irregularities and to reject any and all proposals.

Douglas E. Fleming
Executive Director

INTENT OF RFP

LHC is requesting proposals from qualified organizations for a Human Resources Consultant Firm. The firm must be familiar with the management structure of Public Housing Authorities and capable of developing policies, programs, and practices to ensure compliance with federal and state laws.

LHC is likely to select one consultant firm from this process to meet its needs over the next year, with possible additional years. By submission of a proposal the offeror agrees, if its proposal is accepted, it will enter into a contract with the LHC. The offeror further agrees to complete all work as specified or indicated in the contract documents for the contract price and, within the contract time as indicated in the attached RFP.

LHC encourages proposals from Minority and Women Business Enterprises (MBE and WBE). LHC also encourages proposals from persons that may qualify as low income or who are otherwise economically disadvantaged.

DESCRIPTION OF ENTITY

LHC, located in Lansing, Michigan, is a Public Housing Commission as well as a Management Company that provides housing in the form of rental assistance through various programs for low to moderately low-income families throughout the tri county area. There are a total of 25 employees, 4 hourly and 21 salaried, and several temporary employees. LHC is committed to the development and management of quality, affordable, and fair housing options in a compassionate, health and safe way.

GENERAL RFP SPECIFICATIONS

All proposals submitted in response to this solicitation must conform to all requirements and specifications outlined within this document and any designated attachment in its entirety. The instructions below provide guidance contents and organization of submissions.

LHC reserves the right to modify this RFP, including critical dates, at its discretion. Notification of changes in connection with the RFP as well as answers to questions posed by consultants will be made available to all interested parties via LHC website.

LHC reserves the right to take the following actions:

- Require a consultant to submit additional data, discuss the proposal, or to make a presentation of the proposal.
- Solicit information from any available source concerning any aspect of the proposal.
- Conduct interviews via phone, zoom or in person.
- Check references and contact any current or past users of the consultant's services.
- Waive any or all minor informalities.
- Reject any proposal that is incomplete, conditional, obscure, or which contains irregularities.
- Reject the proposal from any consultant that LHC previously determined failed to perform in accordance with a contract. a contract.
- Reject all proposals.
- Terminate this RFP.
- Negotiate with all qualified and approved consultants, which might result in revisions to proposals.
- Award a contract based solely on the proposal received without further discussion with the consultant. Proposals submitted, therefore, should reflect the most favorable terms from a cost/benefit standpoint.

LHC will reject the proposal of any individual or firm who is disbarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing agencies and other HUD grantees.

Proposals must disclose any proposed sub-contractors.

GENERAL PERFORMANCE REQUIREMENTS

All work is to be performed in accordance with professional standards, HUD regulations, requirements and criteria and local codes, regulations, ordinances, and statues. The selected individual or firm will perform only work which is authorized by the Executive Director, or designee. All requests will be relayed by a written document via email or verbal command via phone. No individual or firm shall act on its own, unless given previous directive from the Executive Director to do so.

All documents produced under contract to LHC must be submitted in a format to which both parties agree. All documents and products created by the selected individual/firm and any sub-contractors shall become the exclusive property of the LHC.

LHC is committed to affirmatively furthering fair housing for all persons regardless of age, race, color, national origin or ancestry, citizenship, religion, sex, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information, marital status, familial status, or any other basis protected by state, federal, or local law. All contractors are required to promote fair housing and comply with the Fair Housing Act and fair housing laws and regulations.

LHC, HUD, and the Comptroller General of the United States shall at all times have access to any books, documents, papers, and records of the selected individual/firm which are directly pertinent to the specific contract for the purpose of audit, examination, or for excerpts or transcripts.

SCOPE OF WORK

LHC is seeking a proposer who is highly skilled and fully knowledgeable in the human resource field and can take a proactive approach in completing the work below and advising on all aspects of its current practices, while making recommendations for continuous improvement. HR consultant must be able to meet in person, by phone and online to assist LHC with the following services:

- Recruitment services to various positions to be filled as needed. Goal is, generally to have an offer employment made by the end of 12 weeks after initial meeting with LHC staff.
- Completion of a procedure evaluation of current practices as required under Michigan Employment Law.
- Hiring, on-boarding, promotion, demotion, performance improvement, and separation of employees and appropriate documentation of the same.
- Ensure an appropriate job description exists for each job position and recommend revisions for each job description as needed for compliance with the FLSA and the Americans with Disabilities Act as well as other applicable laws and HUD regulations.
- Review and update of employee labor classifications, as necessary
- Compensation and benefit package reviews in relation to industry standards.
- Create, manage and maintain employee records in accordance with applicable laws and HUD regulations.
- Create, review, and recommend revision of policies to ensure compliance with federal, state, and local standards and regulations.
- Develop and implement recruitment and advertisement strategy, develop job flyer.
- Advertise in appropriate locations, including social media and specialized job boards.
- Conduct initial screening and ranking of candidates.
- Review, recommend changes to, and potentially draft an employee handbook and policies.
- Review employee and manager complaints and recommend an appropriate response or process to respond to said complaint. Conduct investigations and prepare investigative reports necessary to inform management.
- Responses to employee and manager complaints.
- Review of counseling of other disciplinary actions, memos etc.
- Review of probationary and annual performance review process, including creating new or improved forms as necessary, and recommendations for improvement and assist with documentation of performance review for employees whose performance is in need of improvement.
- Assist with the administration of leave policies and with planning for and documentation of communications with employees relating to leave.
- Recommend strategies and actions to address employee performance deficiencies and other issues affecting the work environment. Recommend management options for corrective actions and assist with planning for and documentation of communications with employees about performance issues and negative impacts on the work environment.

- Create, update and maintain records of all employment status changes as to each employee, such as new hire, leaves, demotions, promotions, terminations, and more.
- Assistance with development of staff training programs related to employee conduct and soft skills, as well as monitoring of completed training programs and coaching for supervisors.
- Regular communication to management of changes affecting employment laws or regulations.
- Assistance with other tasks as deemed necessary to improve employee performance, supervision, or the work environment for employees.

PROPOSAL FORMAT GUIDELINES

Interested proposers are to provide LHC with a thorough proposal using the following guidelines:

Proposal should contain no more than fifty (50) typed pages, including a cover letter and resumes of key people. This applies to the proposal itself; attachments such as resumes are not included in this proposal length restriction. Emphasis concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of services and deliverables offered.

This section describes the form and/or content of the proposals for this RFP.

Proposals should include the following in email communications and on cover sheet.

HR CONSULTING SERVICES RFP DOCUMENT – PROJECT# 022024

NAME OF FIRM:

Proposals must include a full description of all proposed services. If the Respondent is not proposing to provide all services as listed under the Scope of Services requested in this RFP, please be very specific as to which services are included and which are excluded. All assumptions concerning LHC involvement need to be clearly stated. All exceptions to the RFP must be noted in the cover letter.

Unique services should be clearly defined. The assumption needs to be made by all Respondents that their original Proposal will be their only opportunity to present their services and qualifications, and therefore need to be as comprehensive as possible within the proposal length restrictions. It is the PHA's intent to make this RFP part of the contract for services.

The Respondent shall provide one (1) electronic copy via email to: Karenc@lanshc.org or one (1) bound copy mailed to:

Lansing Housing Commission
Attention: Karen Chase
419 Cherry Street
Lansing, Michigan 48933

Responses are due by 2:00PM EST February 22, 2024.

The following should be addressed in the proposer's response:

Cover Letter

Proposal shall be accompanied by a cover letter, which should summarize the key elements of the proposal. An individual authorized to bind the proposer must sign the letter. The letter must stipulate that the proposal shall be valid for a period of at ninety (90) days. Indicate the address and telephone number of the proposer's office located nearest to LHC and the office from which the project will be managed. The firm name and business address along with the following:

- A brief synopsis of the general capabilities and strengths of the firm.
- A brief overview of the firm's history, including the number of years in business, ownership structure, previous name of business, if any.
- List and describe any joint venture, teaming, subcontracting arrangement, or involvement of other firms in the proposed work.
- Submit a list of and describe any lawsuits filed against the firm during the preceding five (5) years in conjunction with the type of services requested herein.
- Any additional information regarding your firm's experience and capabilities that you feel would be important.
- Include five (5) references, including contact person, company name, phone number, and address on similar installation contracts.
- Submit documentation on the firm's professional liability insurance and disclose any applicable deductible amount.

Background and Project Summary

Describe your understanding of LHC, the work to be done and the objectives to be accomplished. Refer to the Scope of Work of this RFP. Also provide the following:

- Organization chart and assignment of responsibilities for key staff.
- Key personnel listing, by labor category, location of staff, and resumes.
- Resumes for all staff proposed for providing services under this contract.
- Detailed statement of background/experience of firm in providing similar services for Public Housing Commission clients.
- Provide a complete firm employment profile.
- Provide a statement describing the firm's present and projected workload, staffing and ability to provide prompt quality accounting services.
- Without breaching client confidentiality, provide a statement indicating whether any clients are currently involved or anticipate being involved in litigation with any LHC Board or staff members.
- Without breaching client confidentiality, provide a description of any existing, potential or probable conflict of interest, which exists or that may arise for the firm during the agreement period.

Approach

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. Included should be a detailed implementation plan with project schedule. Also included should be a detailed description of specific tasks you will require from LHC staff with an explanation of the respective roles of LHC staff and your staff would be to complete the tasks specified in the Scope of Work. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that maximize efficiency and cost-effectiveness.

Staffing

Provide a list personnel who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual. Upon award and during the contract period, if different personnel are assigned to the project, those names and qualifications must be submitted to LHC. The successful proposer shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of LHC.

Qualifications

Describe the qualifications of the proposer and key staff that have performed projects similar in size and scope within the past five years to demonstrate competence to perform these services. Included should be names of key staff that participated on those projects and their specific responsibilities, and a summary of the proposer's demonstrated capability, including the length of time that the services in the Scope of Work have been provided. All proposers should provide at least three references, including name and contract information, which have received similar services. LHC reserves the right to contact the references listed.

Fee Proposal

Indicate the hourly fee for all services in the Scope of Work. Please also indicate an hourly rate for work outside of the scope of work. Provide the firm's suggested methods and amounts of compensation. Include the hourly billing rate for all personnel that will provide services during the agreement term.

Each proposal shall contain a statement of the minimum compensation for which the firm is willing to render services to LHC, including the amounts and/or methods of calculation. LHC is interested in proposals that will provide top quality service at competitive rates.

Each proposal should offer at least two methods of determining fees for services rendered:

- 1) based on hourly rates and
- 2) fixed firm price per service.

Other methods or variations in determining compensation are encouraged and will be considered. LHC reserves the right, without qualification, to negotiate a fee structure with the selected firm.

Include in the price proposal the smallest fraction hour delineation for billing (1/12, 1/6, 1/4, 1/2, etc.); retainer requirements, list all reimbursable expenses and charges for copies, telephone, fax and automobile mileage.

Compensation that is based on hourly rates shall be billed monthly by property, grant or program and shall be based only on actual time spent, without multipliers, add-ons, "unit billing" or other variations that could or would result in payment for more than actual time spent.

Content

The proposal must be submitted using the format as indicated in the Proposal Format Guidelines.

Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of promotional material beyond those sufficient to provide a complete and accurate presentation. LHC will not be liable for any costs incurred by a firm in the preparation or submission of proposal.

Submit one original via email and 1 bound copy mailed.

Submission of Proposals

Complete typed proposals must be submitted electronically, clearly marked “**022024-RFP Human Resource Consulting Services**” no later than **2:00PM on February 22, 2024**. Proposals received after this date and time will be rejected.

Please submit proposal to Karen Chase, Executive Assistance, via email at Karenc@lanshc.org.

Mailing Address:

Lansing Housing Commission
Attention Karen Chase
419 Cherry Street
Lansing, Michigan 48933

LHC DOCUMENTS AND HUD FORMS

The following forms **MUST** be completed and submitted with the proposal documents. Failure to complete and submit **ALL** the forms required **MAY** render the proposal nonresponsive and subject to disqualification.

THE FOLLOWING NOTICES ARE PROVIDED FOR YOUR INFORMATION AND DO NOT NEED TO BE RETURNED WITH YOUR PROPOSAL:

NOTICE SECTION 3 CLAUSES

FORM HUD 5369-B INSTRUCTIONS TO OFFERORS NON CONSTRUCTION

FORM HUD 5370-C I GENERAL CONDITIONS NON-CONSTRUCTION

THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL DOCUMENTS. FAILURE TO COMPLETE AND SUBMIT ALL OF THE FORMS MAY RENDER THE PROPOSAL NON-RESPONSIVE AND SUBJECT TO DISQUALIFICATION

FORM LHC OFFERORS INFORMATION

FORM LHC SECTION 3 BUSINESS SELF-CERTIFICATION

FORM LHC SECTION 3 COMPLIANCE REPORT

FORM LHC SECTION 3 COMPLIANCE AFFIDAVIT

FORM LHC CRIMINAL ACTIVITY CERTIFICATION

FORM LHC SENSITIVE INFORMATION POLICY

FORM ILLEGAL IMMIGRATION REFORM ACT PROCUREMENT CERTIFICATION

Each item listed above **MUST** be completed and submitted with the proposal. This list does not include other submittals that maybe required. Read the RFP documents fully and carefully.

INFORMATION

All qualified candidates interested in submitting a proposal for ‘Human Resource Consulting Services’ should submit a written proposal based upon a firm-fixed price which includes hourly rates. Client will pay the HR Consultant for Services in an amount as established within the cost proposal. Furthermore, Client shall receive monthly billing statements and activity reporting for services rendered or not rendered for the month. All task requirements within the “Scope of Services” should be reviewed carefully.

Proposals must include a description of all proposed services. If the Offeror is not proposing complete services as requested in this RFP, be very specific as to what is, and is not included. All assumptions concerning LHC’s involvement should be stated. All exceptions to the RFP should be noted in the proposal. Unique services should be clearly defined. The assumption should be made by all Offerors that, their original proposal maybe their only opportunity to present their services and qualifications, and; therefore, should be as comprehensive as possible.

Proposal received after the deadline date and time will remain unopened.

All proposals, including attachments and supplementary materials will become the property of LHC and will not be returned to the companies responding to this RFP.

LHC reserves the right to amend or supplement this RFP prior to the proposal due date. LHC endeavors to answer all written questions in a timely manner, but also reserves the right to not answer all questions.

From the date that this RFP is issued until a firm or entity is selected and the selection is announced, proposers are not allowed to communicate outside the process set forth in this RFP with LHC employees other than the contracting those listed above regarding this RFP. LHC reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted.

EVALUATION CRITERIA

Evaluation of all proposals received shall be based on the following criteria:

- **Qualification of Entity and Key Personnel (20 points)**

Includes the proposer's ability to provide the requested scope of work, recent experience conducting work of similar scope, complexity, and magnitude for other agencies of similar size, references. Familiar with HUD rules and regulations.

- **Approach to Providing the Requested Scope of Work (20 points)**

Includes an understanding of the RFP and of the project's scope of work; knowledge of applicable laws and regulations related to the scope of work.

- **Price Proposal (30 points)**

Price proposals will be evaluated on the basis of cost on fee proposal submitted.

- **Prior Experience (20 points)**

- **Innovating and/or creative approaches to providing the services that provide additional efficiencies or increased performance capabilities (10 points)**