

RFP 24-13 Questions

1. Confirming this is a multi-year contract, or is it involved in facilitating multi-year planning (from an HR perspective)?
 - This contract can last up to 5 years. GDPM would like to award the contract with an initial year plus four optional years

2. There is mention in Section 1 Project Description - A Work Summary - 2 General Scope of Services - Point 28

Provide expertise in managing relationships with union representatives.

Assist in contract negotiations, grievances, and conflict resolution.

Are all of your employees Union participants or only a section of them?

- Maintenance staff are the only employees who are union
3. If it is not all employees, but only a selection of them, does the existing handbook cover for both or is that part of what needs to be reviewed and adjusted with the handbook?

- The existing handbook refers back to the union contract when needed

4. On the Section 3 forms, if we do not meet Section 3 eligibility, do we only need to submit the certification for preference form stating this or do we have to complete and submit all forms related to Section 3?

- No

5. On the cost analysis. Do you want an overall cost analysis for all 5 years, or do you want us to break it out by year and include the overall 5-year totals with that?

- Break it out by year

6. How many employees are there with GDPM?

- Number of current positions_142_____
- Number of potential positions_150_____

7. Are all work locations in the greater Dayton area?

- All work locations are in Montgomery County

8. If the bidding firm (primary) verifies Category 1 on Section 3 form (qualifies as Section 3 itself), does the firm still need to subcontract out a portion of the work on the project? In other words, if the section 3 certification/verification is achieved by the bidding firm itself, is there a requirement for the firm to subcontract out any work to other firms? (yes we understand that 10% of any

subcontracted work must be to Section 3). Category 1 51 percent or more owned and controlled by low- or very low-income persons (based on household income under HUD-income limits)

- Subcontracting is not required if the firm qualifies without it

9. Is there a benefits management firm that currently manages benefits for the organization, and reporting requirements?

- Yes

10. How many positions currently are to be included in the succession plan – or are you looking at planning for all roles?

- All roles

11. When is the last time a salary analysis was completed for all or a portion of the job roles?

- There was a study done in November 2018 but was never approved or implemented

12. What kind of employee files are currently set up and maintained? Is the need to really audit these, or set them up? We maintain employee files at the Central Office and the files start when a new employee is hired. I feel there is no need for set up or auditing at this time.

13. :

- Is there a current mission statement? yes
 - If yes, how was it created? Not sure, years ago by prior management
- What are the current and future goals of the authority? To be discussed with selected Vendor

14. Existing policies:

- Is there an employee handbook? yes
 - If yes, when was it last updated? 2014
- How many employee policies are there? See above
- Are there current org charts? yes
- Are there employee meetings? yes
- Are there department meetings? yes
- Are there all hands-on deck meetings/town halls? no

15. Workforce

- How many total employees?
 - Part time? 0
 - Full time? 109
 - Contractors? Temps – we currently have 27 temps working for GDPM – 17 in the Maintenance area and 10 in support departments
 - Are they appropriately classified? Yes
- Has a SWOT analysis ever been done before? Not to my knowledge
 - If yes, what were the results?
- Has a survey ever been sent to the community to gather their opinions of the authority? Not to my knowledge

16. 5 year strategic plan

- Is there one currently in place? Not to my knowledge
 - If yes, when was it created/last updated?

- b. Who are the designated staff that will be involved with the development of this plan?
17. Retention
- a. What's the current employee turnover? **Currently, we have a higher turnover due to a number of employees retiring.**
 - b. What are the at-risk populations of employees most likely to leave? **Younger employees**
 - i. Do we know why? **Money**
 - c. Are they doing exit interviews? **Yes**
 - i. If yes, what are the trends? **We've had several employees retire over the past two years. Those that are younger have usually left because of pay**
18. Succession planning
- a. Is there one in place currently? **Last one was dated 2011**
 - b. Do they know what their key positions are? **N/A**
 - i. How did they identify them? **N/A**
19. Financial resources
- a. Do they have a budget process that includes reviewing headcount spend? **No**
 - b. What are the current sustainability projections? **TBD**
20. Future trends in HR Tech
- a. What tech systems are they using currently? **We use an HRIS system for employee information and payroll**
 - i. Do they have electronic employee files? **Not at this time**
 - b. Do they have plans to implement new technology during this process? **TBD**
 - c. Have they reviewed any contracts in place with current vendors recently? **No**
21. Hiring practices
- a. What are their current hiring practices? **Not aware of written practices**
 - i. Are they documented somewhere? **N/A**
 - b. What trends do they have in mind they'd like to explore? **N/A**
22. Best practices
- a. Do they have target organizations identified to study? **Not aware of any targeted organizations at this time**
 - i. If yes, have they engaged those organizations yet?
 - b. Do they have their own best practices documented?
23. 1) Under work summary, it appears there are two distinct areas of focus: (a) one focused on developing the overall HR strategy and operational practices (as outlined in Section I.A.1 - Key Service Strategy) and (b) contracted HR services - for recruitment services, policy development; job description updates, SOP development, benefit management, compensation study, etc. (as outlined in Section 1.A.2 - General Scope of Services). Are you anticipating one consultant for both areas of work or are you open to proposals that cover only one or the other?
- **One consultant for both areas of work**
- 2) The timeframe outlined in the RFP (completion by June 2025) appears reasonable for the scope of work outlined in Section I.A.1 - Key Service Strategy. However, the scope outlined in

Section I.A.2 - General Scope of Services would require more time than that. Are you open to alternative time frames. **TBD with awarded vendor**