



**Gila River Indian Community
Utility Authority**

Request for Qualifications

For

Human Resource Consultant

ISSUE DATE: July 9, 2021

DUE DATE: July 30, 2021

NOTICE AND REQUEST FOR QUALIFICATIONS HUMAN RESOURCES CONSULTANT

1. General

1.1. Purpose of Request For Qualifications

The Gila River Indian Community Utility Authority (GRICUA) is seeking statements of qualifications from experienced and veteran human resource consultants (HR Consultant) to work part-time, both on and off site, approximately 60 hours each month. The HR Consultant will provide services to GRICUA's Senior Management Team (SMT) including but not limited to the following:

- Strategic and expert consultative support on human resource/workforce issues that impact the business objectives of the organization.
- Identifying projects and opportunities to sustain a high performing culture.
- Serves as a subject matter expert on policies, procedures, employment law (including federal, state and tribal), and fundamental core areas of human resources.
- Coordinating activities such as recruitment and organizational development.
- Providing notice and keeping the SMT updated on changing and developing employment laws and regulations. In addition, will be expected to write policy positions for these changes.

The HR Consultant will provide input on workforce issues ranging from low to high complexity as well as to assist GRICUA SMT with assessment of staff performance needs and development of action plans. The HR Consultant will anticipate GRICUA SMT needs and become a "trusted advisor" to GRICUA SMT and a "trusted resource" to all GRICUA staff.

1.2. Background

The Gila River Indian Community Utility Authority (GRICUA) is an enterprise of the Gila River Indian Community (Community) that provides electric service within the Gila River Indian Community Reservation (Reservation). This Request For Qualifications (RFQ) is being issued as part of GRICUA's normal business review of outside services. The Reservation is located approximately 7 miles south of downtown Phoenix in the Maricopa and Pinal Counties. The Reservation encompasses approximately 373,000 acres of which approximately 146,300 acres are used for agricultural purposes.

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1.3. Human Resource Environment at GRICUA:

GRICUA has 5 Board of Directors and 32 employees. Human Resource services are provided to GRICUA SMT and GRICUA staff by a consultant.

1.4. Key Dates:

RFQ Process	Date
RFQ Issued	July 9, 2021
RFQ Due	July 30, 2021
Distribute RFQ to Review Team	August 2, 2021
Review Team Responses and Rate Sheet	August 11, 2021
Notification of Interview	August 16, 2021
Interviews	August 30th – September 3rd, 2021
Selection	September 8, 2021
Execute Contract	September 28, 2021
Contract Start Date	October 1, 2021

2. Responses to Request for Qualifications

The procedure for submittal of questions is provided in section 3. General Terms & Conditions of this document. Statements of Qualifications are due on July 30, 2021, by 2:00 PM Arizona Time. Information about the required Statements of Qualifications content is provided in sections 4 and 5.

3. General Terms and Conditions

3.1. Issuing Office

This Request for Qualifications is issued by the Gila River Indian Community Utility Authority (GRICUA).

3.2. Cancellation and Modification

GRICUA reserves the right to cancel or modify this RFQ as needed. Modifications to the RFQ will be posted on GRICUA's website, www.gricua.net, and attempts will be made to notify all interested parties of the modifications.

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3.3. Pre-Submittal Conference and Project Registration

There **will not** be a pre-submittal conference. Any doubt as to the requirements of this RFQ, or any apparent omission or discrepancy should be submitted in writing to GRICUA as described in section 3.4 Inquiries. GRICUA will review the inquiry and determine the appropriate action. If necessary, GRICUA will issue a written amendment to the RFQ. Please do not contact GRICUA staff by telephone regarding the RFQ.

While there is no pre-submittal conference, you **are required** to submit an email, at the address provided in section 3.4 Inquiries, indicating that your organization intends to respond to this RFQ.

3.4. Inquiries

All formal inquiries or requests for significant or material clarification or interpretation, or notification to GRICUA of errors or omissions relating to this RFQ must be directed, in writing, email or by facsimile, to:

Landrea Larney
Administrative Assistant
Email: llarney@gricua.net
Fax: 520-796-0672

All formal inquiries must be submitted at least seven (7) calendar days before the time and date set for the closing of this RFQ. Failure to submit inquiries by this deadline may result in the inquiry not being answered.

Note that GRICUA **will not** answer informal questions orally. Oral statements or instructions shall not constitute an amendment to the RFQ. Proposers shall not rely on any verbal responses from GRICUA. If you have formal questions about any part of this RFQ, which could result in a material issue or a formal amendment to this RFQ, submit your questions in writing, email or by facsimile.

Inquiries or requests for information shall not be made to other GRICUA staff. Any attempt on the part of any consultant or any of its employees, agents or representatives to contact anyone other than the party listed above regarding this RFQ, will lead to disqualification. Respondents are strongly encouraged to identify concerns, issues, or questions that should be considered by GRICUA and delivered to GRICUA as noted above.

Normal business hours at the Gila River Indian Community Utility Authority are 7:30 AM to 4:00 PM, Monday through Friday.

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3.5. Due Date

Statement of Qualifications are due July 30, 2021 by 2:00 PM Arizona Time. Statement of Qualifications may be submitted by email, mail or hand delivery to Landrea Larney. Information pertaining to each submittal option is listed below.

Email

llarney@gricua.net

Mail

GRICUA

Attn: Landrea Larney

6636 W. Sundust Rd., Box 5091

Chandler, AZ 85226-4211

Hand Delivery

GRICUA

Attn: Landrea Larney

6636 W. Sundust Rd.

Chandler, AZ 85226-4211

3.6. Proposer's Costs

The cost of developing a Statement of Qualifications is each proposer's responsibility.

4. Statement of Work

Statement of Qualifications must include ability to undertake and perform the following functional areas:

- A. Provide on-site and remote human resources services. Schedule for on-site support will be determined by Consultant and General Manager, not to exceed fifteen (15) hours per week.
- B. Human Resource services will include but not limited to the following:
 - 1. Responsible for annual ACA Reporting and Submissions.
 - 2. Responsible for Compliance Reporting, Tracking and Distributions of Notices related to GRICUA's benefit plans including all health, health savings and pension plans.
 - 3. Responsible for responding to compliance notices or questions from outside entities regarding GRICUA's benefit plans.

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4. Responsible for updating employee information annually or as needed regarding benefit changes.
 5. Responsible for on boarding and off boarding employees.
 6. Responsible for scheduling quarterly meetings with the SMT providing human resource updates regarding GRICUA's employee and benefit matters. In addition, provide updates to any developing or changing labor law or changes to industry best practices.
 7. Responsible for tasks and projects as assigned by the SMT, deemed to be Human Resource matters.
- C. Telephone and e-mail support will be provided by Consultant to General Manager and employees of GRICUA as needed.
- D. Consultant will provide guidance and support in the area of compliance with relevant federal, state and Tribal employment laws and regulations as well as compliance with GRICUA's Policies and Procedures as they impact employee relations and general employment practices.
- E. Consultant will provide personally or through others, appropriate performance-related training to GRICUA employees as directed by General Manager.
- F. Monitor and review employee personnel files as directed and approved by the General Manager to determine compliance with GRICUA policies and procedures.
- G. Review and revise employee job descriptions as necessary under direction and approval of the General Manager.
- H. Review and revise as necessary GRICUA's Policy and Procedure Manual and develop an Employee Handbook from those policies and procedures.
- I. Assist with development of annual staff incentive program.
- J. Undertake, if requested, a compensation survey to integrate with a review of job descriptions.
- K. Assist in recruitment and hiring activities as needed and under the direction of the General Manager, including interface with TERO and the GRIC Employment and Training Department programs.
- L. Assist in carrying out or implementing any recommendations that may be appropriate under the direction of the General Manager.

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- M. Provides notice and keeps the SMT updated on changing and developing employment laws and regulations. In addition, will be expected to write policy positions for these changes.
- N. Identify and schedule compliance and safety training for office staff.
- O. Train GRICUA employee(s) on tasks as designated by GRICUA General Manager.

5. Confidentiality

Due to the sensitive nature of GRICUA's human resource information, the selected HR Consultant must agree to sign a non-disclosure/confidentiality agreement and maintain the utmost confidentiality of all information collected and crafted during and for the process, and afterwards.

6. Response Contents

1. Title Page
2. Letter of Introduction
3. Table of Contents
4. Description of Firm
5. Staff Assigned to the Project
6. Firm's Approach to being a Human Resource Consultant
7. Proposed Scope-of-Work
8. Project Budget
9. Experience in Indian Country with comparable projects
10. References

7. Indian Preference

STATEMENT OF INDIAN PREFERENCE

In accordance with Gila River Indian Community procurement policy, Indian Preference will be given to Indian owned firms and or enterprises. In the selection criteria and ranking of the Statement of Qualifications, an additional 5 points will be given to Proposals that meet Indian Preference criteria. The proposal is subject to the following provision:

- Any Proposal claiming Indian Preference in Contracting must give evidence to support its claim. An Indian owned economic enterprise is defined as any Indian owned commercial, industrial, or business activity established or organized for the purpose of profit, provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.

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8. Selection Criteria

Capabilities of the Human Resource Consultant

(35) Points

Provide a general description of the individual whom will be the HR Consultant to GRICUA, including the following information:

1. Office location, organizational structure and size of staff.
2. Percent of work performed within the state of Arizona and with Indian Communities.
3. Authority to conduct business in Arizona and insurability.
4. Identify the HR Consultant to GRICUA assigned to this project along with work background and length of time with firm.
5. Demonstrated ability to initiate, evaluate, and complete the tasks necessary to perform the HR Consulting activities.
6. Demonstrated evidence of substantial knowledge and experience in all aspects of the project.
7. Demonstrated knowledge and experience working with Native American organizations and employees.

Past Performance

(20) Points

Provide a description of similar work performed for not more than 3 clients including information on scope of responsibilities and size of client organization. Supply at least two (2) owner references with contact names and current phone numbers for each client listed.

Project Approach

(20) Points

Describe the methodologies to be used to meet client needs and expectations.

Project Understanding

(10) Points

Experience and familiarity of the proposed staff with the unique challenges of Indian Communities. Emphasis will be placed on current experience and demonstrated sensitivity to Indian problems and your ability to deal administratively with Indian Communities and agencies of the federal government, including the Bureau of Indian Affairs, the Corps of Engineers and others as may be appropriate.

Fees

(10) Points

Provide your fee structure such as rates charged for each category of employee under the contract, overhead rates, expected reimbursable expenses and total Not-to-Exceed fee proposed.

Indian Preference

(5) Points

Firms meeting Indian Preference Criteria as described above.

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BIDDER'S ACKNOWLEDGEMENTS AND CERTIFICATIONS STATEMENT

By signing this document, the bidder hereby declares its ability and willingness to carry out the work described in this solicitation as set forth under the bidding schedule, requirements, clauses, representations, and certifications in its offer/bid submission. The bidder agrees to hold firm his/her pricing as submitted in the schedule for each element of these services for sixty (60) calendar days from the bid acceptance date as identified in the solicitation.

The Bidder certifies its compliance with the following provisions:

- A. By signing this document the Bidder certifies that:
 - 1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intent to submit an offer, or (c) the method or factors used to calculate the prices offered;
 - 2. The prices in this offer have not been and will not knowingly be disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before the bid acceptance or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
 - 3. No attempt has been made or will be made by the Bidder to induce any other concern to submit or not submit an offer for the purpose of restricting competition.
- B. Each signature on the offer is considered to be a certification by the signatory that the signatory-
 - 1. Has the authority to legally bind the bidder to the prices offered in the bidders bid or Qualifications; and
 - 2. That the bidder or the bidder's agents have not personally participated, and will not participate, in any action contrary to subparagraphs (A)(1) through (A)(3) above.
 - 3. If the Bidder deletes or modifies subparagraph (A) (3) above, the Bidder must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

Further, the GRICUA is permitted to contact those references provided in the request for the purpose of making an affirmative determination of the Bidder's responsibility based on the Bidder's performance under current and/or recent Government and commercial contracts. After an offer/bid has been submitted and accepted, the Bidder acknowledges that any false statements, misrepresentations of facts, or omissions made by the Bidder, which becomes known will result in rejection of its offer/bid as non-responsive.

BIDDER:

_____ Date: _____

Signature_____

Name (Printed/Typed) _____

Title _____