

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (VTPO)

HUMAN RESOURCES PROGRAM DEVELOPMENT

NOTICE OF REQUEST FOR PROPOSALS

The Volusia Transportation Planning Organization (VTPO) is seeking the services of a qualified firm to complete an assessment of its human resources program and to assist in the development of materials to ensure a complete program is available to guide VTPO activities.

The goals of the human resources program development are as follows:

- Complete a review and assessment of the required administrative elements of the human resources program and assist in updating key documents such as the Employee Handbook. This activity will also include assessing personnel programs for compliance including affirmative action and EEO, and reviewing personnel files to ensure required documentation is maintained;
- Using recognized industry practices, complete a performance assessment of the organization. This includes reviewing the organizational structure, evaluating internal communication practices, assessment of team functionality, identification of strengths and weaknesses, and collecting customer/TPO member feedback;
- Recommend tools for successful employee performance management. This may include programs that facilitate professional development, including performance evaluation, goal setting and identifying programs to facilitate employee communication and feedback.

The deliverables of the human resources program development are as follows:

- A report/technical memorandum documenting all activities undertaken by this effort along with recommendations for on-going or follow-up activities;
- A report/technical memorandum describing the results of the organizational performance assessment and surveys along with a summary or analysis of the findings;
- An updated Employee Handbook and Performance Management Strategy for VTPO staff including a revised performance evaluation tool.

Additional details including proposal deadlines and requirements for submission are available on the organization's website www.volusiatpo.org or by contacting the VTPO for a copy. Interested parties should review the complete Notice of Request for Proposals and Scope of Services.

To be considered responsive, applicants must submit a complete proposal no later than May 6, 2011 at 12:00 PM

Responses must be addressed to:

Ms. Lois Bollenback, Senior Transportation Planner
Volusia Transportation Planning Organization (VTPO)
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114-8145

Questions may be submitted by e-mail on or before April 22, 2011 to Lois Bollenback at lbollenback@volusiatpo.org. Ms. Bollenback will research any questions and post responses on www.volusiatpo.org by April 27, 2011.

To be considered responsive, applicants must submit the following:

1. Three (3) copies of the Bid Proposal describing qualifications of the firm.
2. The firm's name, address, phone number and e-mail address and DBE status if applicable.
3. A table of estimates outlining anticipated staff involvement and labor hours required for the completion of tasks as well as any additional expenses that might be incurred.
4. Names and qualifications of the project manager and key staff members/consultants/subcontractors who would be involved in the project.
5. A listing of previous work products in this field.
6. A listing of professional references.
7. Estimated project schedule outlining major tasks.
8. Description of the project approach, addressing the tasks described in the Scope of Services.

Bid Proposals will be evaluated by a Selection Committee using the following criteria:

CRITERIA	POINTS
I. Technical Ability	
A. Understanding of the project	0 – 20
B. Firms experience with similar projects	0 – 20
C. Technical approach and/or innovative ideas	0 – 20
Subtotal Technical Ability Score	0 – 60
II. Management	
A. Experience of project manager and support staff	0 – 20
B. Prior success in delivering similar projects	0 – 20
Subtotal Management Score	0 – 40
Total Proposal Score	0 – 100

Any Bid Proposal that does not contain **ALL** of the above information **WILL NOT BE CONSIDERED**.

The VTPO reserves the right to waive minor irregularities in a bid proposal providing the irregularity is non-substantive in nature.

The VTPO may also reject all bids with or without cause, if determined by the agency that all bids are not responsive or responsible.

Short-listed consulting firms **WILL** be invited to make presentations to the selection committee.