

**CITY OF UNION CITY REQUESTS PROPOSALS FROM INDIVIDUALS
OR FIRMS INTERESTED IN SERVING AS “PERSONNEL
CONSULTANT” TO THE CITY OF UNION CITY
FOR JULY 1, 2016 TO JUNE 30, 2017**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Requests for Proposals (“RFP”) for the position of “Personnel Consultant to the City of Union City for a contract period from July 1, 2016 to June 30, 2017. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). The successful candidate must have significant experience in the personnel management of a government entity and knowledge of State of New Jersey Department of Personnel rules including the maintenance of personnel operating procedures. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Continuation of a department by department review of the organizational functions in accordance with new procedures.
2. Provide assistance to personnel in carrying out their daily functions as they relate to personnel matters.
3. Ensure that established personnel procedures of the City and State are being adhered to by City supervisors and employees.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). Each candidate shall submit an affirmative action certificate or employee information report with the proposal.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the City;
3. Description of candidate’s education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;

4. Description of candidate's experience related to personnel consultant duties;
5. Description of candidate's experience in the personnel management of a government entity and knowledge of State of New Jersey Department of Personnel rules including the maintenance of personnel operating procedures;
6. At least four (4) references, three (3) of which must have knowledge of your service to public entities and familiarity with State of New Jersey Department of Personnel rules including the maintenance of personnel operating procedures;
7. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and a total cost of "not to exceed" amount;
9. Any other information which the interested firm deems relevant;
10. Statement of corporate ownership (c.52:25-24.2); and
11. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on May 25, 2016. The RFP must be received no later than 11:00 a. m. on May 25, 2016 by:

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½” x 11” paper.

STATEMENT CONCERNING ETHICS COMPLAINTS

I, _____, of full age and to the best of my knowledge and belief, as of the date of this Certification, hereby certify as follows:

1. I am the _____ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this proposal to the City of Union City.

2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____

By: _____

Print Name: _____