



# EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>Robt M. Pean</i> 15 MAY 2019		GENERAL MANAGER ACTION REQ'D:		
DATE: 5/7/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Diane Iwata Dept: Human Resources Administration <i>Diane Iwata</i> Signature/Date: 5/10/2019	General Counsel <i>[Signature]</i> 5/10/19 [ ]	Controller/Treasurer <i>[Signature]</i> 5/10/19 [ ]	District Secretary [ ]	BARC <i>[Signature]</i> 5/13/19 [ ]

## Award of Agreements No. 6M4639, 6M4640 and 6M4641 On-Call Professional Services for Human Resources

### PURPOSE:

To obtain Board authorization for the General Manager to award Agreement No. 6M4639 to Accenture LLP, Agreement No. 6M4640 to Sjoberg Evashenk Consulting, Inc., and Agreement No. 6M4641 to Slalom, LLC, to provide on-call professional services for Human Resources. Each Agreement shall have a term of three (3) years, with two (2) one-year options, in the amount not to exceed \$1,000,000.

### DISCUSSION:

A Request for Proposals ("RFP") was issued for on-call professional services for six (6) Central Support Service Areas ("CSSA"): Human Resources, Procurement/Materials Management, Capital Budget, Operating Budget, Performance and Audit, and Finance for award of up to four (4) agreements for each service area. The selected consultants will be working on special projects to develop and implement process improvements and efficiencies, determine root causes of issues/problems, recommend strategies to address those issues/problems, develop new policies and procedures based on industry best practices, assess risk factors and recommend control measures at all levels of the District. In order to streamline the process, the District issued one RFP for all six CSSAs. However, a separate evaluation committee for each CSSA evaluated the Proposers for their specific CSSA. This award is for agreements for the Human Resources CSSA.

This RFP was advertised on January 31, 2019, and a subsequent Notice to Proposers was sent to fourteen (14) prospective proposers. Thirty-nine (39) prospective proposers

downloaded the RFP from the District's Procurement Vendor Portal. Two Pre-Proposal Meetings were held on February 20, 2019 in the morning and afternoon, with twenty (20) prospective proposers attending. Three (3) Addenda were issued for the RFP over the course of advertisement.

On March 12, 2019, three (3) responsive proposals for the Human Resources CSSA were received from the following firms:

1. Accenture LLP (San Francisco, CA)
2. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)
3. Slalom, LLC (San Francisco, CA)

The three (3) proposals were reviewed and evaluated by a Source Selection Committee ("Committee") consisting of staff from the District's Human Resources Department, Office of Civil Rights ("OCR"), Office of the General Counsel and Contract Administration. All three (3) proposals were determined to be responsive and to have met the Technical Requirements of the RFP. In accordance with the provisions of the RFP, the selection of Consultants to provide the services is based on the best value methodology. Under this approach, the District retains the right to award to other than the lowest cost proposal, based on a determination that certain technical advantages available from a proposal will equate to added value for the District. According to the terms of the RFP the proposals were evaluated and scored based on the criteria contained in the RFP with respect to the qualifications of the firm and key personnel.

The Committee then reviewed the price proposals and determined that all three (3) proposals were within the competitive range. All proposers were short-listed and invited to an oral interview. The oral interviews were conducted on April 12, 2019.

After the oral interviews, the Committee combined the qualifications/technical scores and the oral interview scores and based on best value analysis determined that all proposers offered acceptable overall value to the District.

Pursuant to the District's Non-Federal Small Business Program, OCR set a 5% Small Business Prime Preference for this Agreement for Small Businesses (SB) certified by the California Department of General Services (DGS). Sjoberg Evashenk Consulting, Inc. is a certified SB, making it eligible for the 5% Small Business Prime Preference for this Agreement for evaluation purposes.

Pursuant to the District's Non-Discrimination Program for Subcontracting, the Availability Percentages for this Agreement are 8.4% for Minority Business Enterprises (MBEs) and 5.7% for Women Business Enterprises (WBEs). Accenture LLP, Sjoberg Evashenk Consulting, Inc., and Slalom, LLC will not be subcontracting any portion of the Work and therefore, the provisions of the District's Non-Discrimination Program for Subcontracting do not apply.

The Office of General Counsel will approve the Agreements as to form.

**FISCAL: IMPACT:**

Each agreement has a not to exceed cost limit of \$1,000,000. However, no dollar amount is guaranteed to any of the Consultants.

Costs for professional services will be funded by the FY19 and/or FY20-FY22 Operating Budget of Human Resources (Cost Center 0502420 and Account 681300). Funding for services to be rendered in FY20-FY22 will be included in the proposed annual operating budget of the Human Resources Department for that year, subject to Board approval. This action is not anticipated to have any fiscal impact on unprogrammed District reserves in the current Fiscal year.

**ALTERNATIVES:**

The District could reject all proposals and solicit new proposals.

**RECOMMENDATION:**

It is recommended that the Board adopt the following motion:

**MOTION:**

That the General Manager is authorized to award Agreement No. 6M4639 to Accenture LLP, Agreement No. 6M4640 to Sjoberg Evashenk Consulting, Inc., and Agreement No. 6M4641 to Slalom, LLC to provide on-call professional services for Human Resources, each in an amount not to exceed \$1,000,000, pursuant to notification to be issued by the General Manager, and subject to compliance with the District's protest procedures.