


**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager   
DATE: March 21, 2006  
SUBJECT: Recommendation to Renew a List of Qualified Firms for Human Resources Consulting

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**ACTION REQUESTED**

Approve renewal of a list of qualified firms for human resources consulting for an additional one year period to continue providing consulting services for the Placer County Personnel Department.

**BACKGROUND**

On April 6, 2004, your Board approved a recommendation to adopt a list of qualified firms, resulting from RFQ No. 9281, to provide consulting services for the Placer County Personnel Department. The RFQ specified that the list would be in effect for two years, and could be renewed for additional years at the County's discretion. The list of qualified consultants is included as Attachment 1.

Over the past two years, the Personnel Department used this Qualified List on four projects ranging from \$10,000 to \$15,000, and has been very pleased with the results. They desire to renew the list for an additional year.

**FISCAL IMPACT**

There is no immediate fiscal impact resulting from the renewal of this qualified list. The Personnel Department will contract with a selected firm from the list as required and the resulting expenditures will be funded from Personnel's existing budget. Contracts of less than \$50,000 may be executed by the Procurement Division. Contracts that exceed \$50,000 will require your Board's approval prior to execution.

Attachment: Qualified List

cc: Lori Walsh, Personnel

## QUALIFIED LIST

**RFQ Number:** 9281  
**RFQ TITLE:** Human Resources Services  
**DEPARTMENT:** Personnel  
**BOARD APPROVAL:** April 6, 2004  
**EFFECTIVE PERIOD:** April 6, 2004 through April 5, 2006

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### **APPROVED FIRMS (listed in alphabetical order)**

<u>NAME OF FIRM</u>	<u>CONTACT PERSON</u>
Bryce Consulting Inc 2545 Boatman Ave Ste 106 West Sacramento CA 95691	Jean Sullivan Phone: 916/375-0199 Fax: 916/375-0224
CPS—Health and Human Services 241 Lathrop Way Sacramento CA 95815	Mertianna Georgia Phone: 916-263-3600 Fax: 916-648-1211
Fox Lawson & Associates 3121 E. San Juan Avenue Phoenix AZ 85016	Bruce G Lawson Phone: 602-840-1070 Fax: 602-840-1071
HDC & Associates PO Box 2945 Martinez CA 94535	Harry D Cisterman Phone: 925-229-5670 Fax: 925-387-0002
Koff & Associates 18 Crow Canyon Court Suite 165 San Ramon CA 94583	Gail Koff Phone: 925-831-9794 Fax: 925-831-9322

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Management Dynamics Inc  
1155 So Camino Real  
Palm Springs CA 92264

Sylvia A Zelnys  
Phone: 760-778-1889  
Fax: 760-778-1109

Mary Eagan Consulting  
PO Box 561  
Wilton CA 95693

Mary Eagan  
Phone: 916-261-7547  
Fax: 916-687-8991

Public Sector Personnel Consultants  
915 L Street  
Sacramento CA 95814

Henri R van Adelsberg  
Phone: 888-522-7772  
Fax: 480-970-6019

The Segal Company  
120 Montgomery Street 5<sup>th</sup> Floor Ste 500  
San Francisco CA 94104-4308

Elliot R Susseles  
Phone: 202-833-6436  
Fax: 202-833-6490

The following excerpt is from RFQ 9281:

## 2.0 SCOPE OF WORK

The tasks described in this Scope of Work shall apply to specific projects performed as the result of this solicitation.

- 2.1 After selection by the County, the selected firm, hereinafter referred to as the consultant(s), shall meet with County staff to discuss the project, the estimated project budget, and the proposed contract.
- 2.2 The consultant(s) selected shall provide qualified personnel to complete all of the tasks required to complete the specific project. Completion of these tasks shall require that the consultant(s) work with County staff to gain a clear understanding of the proposed project, scope, budget, schedule, staffing issues, and other relevant information. Additionally the consultant(s) shall interview appropriate staff and review materials including organizational charts, personnel rules and regulations, previously prepared job classification specifications and related information to develop recommendations.
- 2.3 Examples of the tasks included in any project may include, but not be limited to, the following:
  - 2.3.1 Conduct job audit and analysis either by utilization of “job description questionnaire” and/or by onsite review of job tasks/duties and prepare appropriate job classification recommendations.
  - 2.3.2 Review and recommend revision and/or development of job classifications, and incorporate all essential job duties and typical working conditions to ensure Americans with Disabilities Act (ADA) compliance.
  - 2.3.3 Review classifications in relation to ‘Exempt’ or ‘Non-exempt’ status pursuant to the criteria established in the Fair Labor Standards Act (FLSA), and make recommendations as appropriate.
  - 2.3.4 Develop salary recommendations based on internal salary relationships and/or the external labor market, which shall be consistent, uniform and realistic in order to ensure the proper salary correlation between each job classification.
  - 2.3.5 Assess organizational structure including lines of authority and reporting responsibility, span of control, and functional unit designation. Make recommendations for reorganization, restructured organizational composition and/or designation of work units/teams to maximize staffing efficiency and to clarify organizational roles.

- 2.3.6 Review workload and performance measurements to determine appropriate job classification designation and staffing levels, and submit recommendations with a focus on process improvement and maximizing efficiency.
- 2.4 The consultant(s) shall provide an anticipated work schedule of time to accomplish the scope of work for each proposed project, and to produce any required reports. Consultant(s) will not be responsible for delays caused by the County.
- 2.5 In order to assure that the designated personnel are used for the project(s), reassignment of or substitution for any member of the project team designated in the consultant's original Statement of Qualifications must have prior, written approval of the County.

