



Florida Municipal Power Agency

Request for Proposal **Human Resources Services**

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August 12, 2009

Request for Proposal No. 2009 – 0812

Community Power + Statewide Strength



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FMPPA RFP No. 2009 – 0812

Human Resources Services

1. Purpose of Request for Proposals

- 1.1. The Florida Municipal Power Agency (FMPPA or the Agency) hereby issues a Request for Proposals (RFP) for Human Resources consulting services to review and make recommendations on FMPPA's compensation plan, benefit plan, and Policy and Procedures Manual.

2. Background on FMPPA

- 2.1 FMPPA is a wholesale power company owned by municipal electric utilities. FMPPA provides economies of scale in power generation and related services to support community-owned electric utilities. FMPPA is a public agency, based in Orlando, Fla., whose primary purpose is to develop power supply projects and related services. FMPPA owns power plants and supplies electricity at wholesale to city-owned power companies, which in turn sell electricity at retail to businesses and individual customers.
- 2.2. Thirty municipal electric systems are members of FMPPA. Each member appoints one representative to FMPPA's Board of Directors, which governs the Agency's activities except for activities of the All-Requirements Project (ARP). FMPPA has a 15-member Executive Committee, which governs and manages the business affairs of the ARP.
- 2.3. Additional information about FMPPA is available on the Internet at www.fmpa.com.

3. Scope of Services

- 3.1 The consulting firm selected through this RFP will work with the Human Resources/Administrative Services Manager and the Human Resource staff to evaluate FMPPA's compensation plan, benefits plan, and employee handbook.

3.2 Specific Aspects of the Proposed Scope:

- 3.2.1 Review the compensation plan in detail and make recommendations for improvements. If a new plan is recommended, specify what type of plan is recommended and develop a proposal for implementing the plan.
- 3.2.2 Review the benefits plan and make recommendations. Are the current benefits competitive in the industry so that FMPA attracts necessary talent? Does the benefit package fit the needs of FMPA and encourage retention of staff? If a new benefits package is recommended, develop a proposal to implement these recommendations.
- 3.2.3 Update the current Employee Handbook and Policy Manual to insure that it is legally sound and that it reflects our vision of being the company of choice for employees.

3.3 Resources:

- 3.3.1 FMPA's Assistant General Manager of Public Relations and Human Resources and the Human Resources/Administrative Services Manager will be available to provide overall direction to the consultant.

3.4 Accountability:

- 3.4.1 Week-to-week activities and progress will be communicated by the consultant to the Human Resources/Administrative Services Manager.
- 3.4.2 Final recommendations will be presented to the FMPA's General Manager and CEO who will make final decisions on recommendations to present to FMPA's governing board.

3.5 Changes to the Proposed Scope

- 3.5.1 The proposed scope described above represents FMPA's initial concept of the work anticipated and deliverables requested. This scope of work will be discussed in detail with the bidder(s) to develop an agreed upon project scope that incorporates the bidder's approach and FMPA's desired objectives. The bidder may submit a bid in its entirety or for individual sections as described in Specific Aspects of the Proposed Scope (Section 3). The bidder and FMPA will consider the project scope in light of the bidder's fees and the available FMPA budget. Changes in scope may be necessary in order to allow the selected bidder to meet the contractual project scope within available funding.

4. RFP Schedule

- 4.1. Public Notice and distributions of RFP on August 12, 2009
- 4.2. Sealed RFP Responses due on September 14, 2009.
- 4.3. Potential interview of short listed firms on September 21, 2009.
- 4.4. Negotiation with approved vendor(s) on September 28, 2009.
- 4.5. Negotiations completed and award of contract to vendor(s) on October 6, 2009.

5. Responding Proposal Requirements

- 5.1. Proposals submitted in response to this RFP must include a completed “RFP Response Summary” form (see Attachment A) along with the following:
 - 5.1.1. A summary page with a general description of the services to be provided by the bidder sufficient to demonstrate understanding of the requirements of the Scope of Service (Section 3).
 - 5.1.2. A description of the bidder’s experience related to the requested service.
 - 5.1.3. A description of experience in the utility industry, including, if possible, the client names and work descriptions.
 - 5.1.4. Qualifications of the bidder’s assigned project leader and other personnel assigned to the project.
 - 5.1.5. A detailed cost estimate for completing each aspect of the Proposed Scope (see Section 3.2).
 - 5.1.6. A description of major project assumptions that influence the cost.
 - 5.1.7. A description of key activities and deliverables.
 - 5.1.8. A proposed project schedule.
 - 5.1.9. Description of any services that will be outsourced by the bidder.
 - 5.1.10. Description of the bidder’s billing practice and payment terms.
 - 5.1.11. Information available about the bidder’s philosophies regarding compensation, benefits, and employee handbooks.

- 5.2. Proposals submitted in response to this RFP may provide recommended changes to the Scope of Services (Section 3) or other suggestions that will reduce costs while maintaining or enhancing the final deliverables. However, bidders should provide a response to this RFP fully in compliance with the Scope of Services. FMPA may or may not, at its sole discretion, accept any suggestions.

6. Submission of Proposal and Due Date

- 6.1. Five (5) copies of the proposal should be delivered to Florida Municipal Power Agency, ATTN: Sharon Adams, 8553 Commodity Circle, Orlando, FL 32819-9002 **by 2 p.m. Eastern time Monday, September 14, 2009.**
- 6.2. "Proposal for Human Resources Review, FMPA RFP No. 2009-0812 must be clearly legible on the outside of the sealed submittals.

7. Proposal Evaluation

- 7.1 Evaluations of proposals will be based on the following criteria:
 - 7.1.1 Management and personnel qualifications.
 - 7.1.2 Approach to delivery of services.
 - 7.1.3 Relevant experience of firm.
 - 7.1.4 Price for the Scope of Services (Section 3) requested.
 - 7.1.5 The value of any cost-saving options presented, to the extent the options are acceptable to FMPA, at its sole discretion.

8. Interpretations and Addenda

- 8.1. Any questions about this RFP are to be e-mailed to sharon.adams@fmpa.com or faxed to the attention of Sharon Adams at 407-355-5793. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda mailed or delivered to all parties recorded as having received the RFP. Questions received less than two days prior to the proposal due date (Section 6.1) may not be answered. Only questions answered by formal written Addenda will be binding.
- 8.2. Addenda also may be issued to modify the RFP as deemed advisable by the Human Resources/Administrative Services Manager.

9. Conditions Established by FMPA

- 9.1. Late Submittals: Any responses submitted after the due date (Section 6.1) will not be considered and will be returned.
- 9.2. Rejection of Submittals: FMPA reserves the right to reject any and all submittals received in response to the RFP as determined to be in the best interest of FMPA. Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal was deficient.
- 9.3. All materials submitted in response to the RFP become the property of FMPA and will be returned only at the option of FMPA.
- 9.4. Responses to this RFP upon receipt by FMPA become public records subject to the provisions of Chapter 119, *Florida Statutes*, Florida's Public Records Law. Should a bidder feel that any portion or all of its response is exempt from the Florida Public Records Law, its response should clearly assert such exemption and the specific legal authority for the asserted exemption.

10. Cost in Development of Proposals

- 10.1. Costs for developing a response to the RFP are entirely the obligation of the bidder and shall not be charged in any manner to FMPA.

11. General Terms of Award

- 11.1. FMPA reserves the right to reject any and all proposals, to waive any and all informalities or irregularities, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional proposals. Also, FMPA reserves the right to reject the proposal of any bidder if FMPA believes that it would not be in its best interest to make an award to that bidder.
- 11.2. FMPA reserves the right to award this RFP to multiple bidders.
- 11.3. FMPA may conduct such investigations, as it deems necessary, to assist in the evaluation of any proposal.
- 11.4. Responses to questions that occur during the proposal evaluation period may be included as part of the contract.
- 11.5. As a result of this RFP, FMPA intends to enter into a contract for the requested services. All material submitted with the proposal shall be considered a part of the proposal.

- 11.6. FMPA reserves the right to negotiate with the top ranked bidder in an attempt to meet a mutually acceptable contract. If, for any reason, a contract cannot be executed with the top-ranked company, FMPA will move to the second-ranked company and so on until a contract is executed.

12. Use of Ideas

- 12.1. Except as otherwise prohibited by law, FMPA has the right to use any and all ideas presented in response to this RFP. Selection or rejection of a proposal does not affect this right.

13. Modification and Withdrawal of Proposals

- 13.1. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the opening date.
- 13.2. After the closing date, corrections in the proposals shall be permitted: 1) only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made; 2) the nature of the mistake is evident; and 3) the proposal price intended is evident. In lieu of proposal correction, a bidder alleging a material mistake of fact may be permitted to withdraw its proposal at the option of FMPA.

14. Non-Submittal of Proposal

- 14.1. In the event a potential bidder does not submit a proposal, FMPA would appreciate notification of the decision and reason for not submitting a proposal no later than the due date (Section 6).