

REQUEST FOR PROPOSALS

FOR

PERSONNEL POLICIES AND PROCEDURES REVIEW AND REVISION

ISSUED BY

CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA

HUMAN RESOURCES DEPARTMENT PO BOX 630 TRINIDAD, CA 95570

707-677-0211 - EXT 2724

AUGUST 23, 2024

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# 1. INTRODUCTION

**1.1 NOTICE**

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is requesting written proposals from qualified consulting firms experienced in personnel policies and regulations affecting Tribal entities with specific attention to Tribal and Federal law, and labor standards specific to California as appropriate and needed, to update and revise, in its entirety, Trinidad Rancheria’s Personnel Policies and Procedures. As a part of this RFP, it is expected that the chosen consultant would complete a comprehensive review of existing personnel policies and amendments. The consultant would provide recommendations for revisions and ultimately produce a Policy Manual to update, correct, simplify, and render best practice, as requested by Human Resources, the Chief Executive Officer and the Tribal Council. Included also, would be the creation of an employee handbook based on the revised and updated policies and procedures.

# 1.2 CONTACT INFORMATION

Written questions for clarification concerning this RFP should be directed to:

Trinidad Rancheria, Human Resources Office

PO Box 630

Trinidad, CA 95570

Attn: Karen Felt, Human Resources Manager

**Or by emailing:** [kfelt@trinidadrancheria.com](mailto:kfelt@trinidadrancheria.com)

Requests for clarification and other questions concerning this RFP must be in writing and shall be submitted to the contact identified above no later than 4:30 p.m. PDT, September 3, 2024. Written responses to all requests for clarification and questions will be provided to all individuals/organizations no later than 4:30 p.m. PDT September 13, 2024.

# 1.3 COMPANY BACKGROUND and PROFILE

# The Cher-Ae Heights Indian Community of the Trinidad Rancheria is a federally recognized Tribe, located near the coastal town of Trinidad in northern California’s Humboldt County. The Trinidad Rancheria includes the Tribal Government Office and the following Economic Development Enterprises: Seascape Restaurant, Seascape Harbor and Pier, and The Heights Casino.

# This RFP is specific to the Tribal Government, Seascape Restaurant, and Seascape Harbor and Pier employees. The Tribal Government Office and Seascape Harbor Businesses employ approximately 65 full-time employees and 25 part-time employees. Employees are paid on a bi-weekly basis and are eligible for various benefits depending on their employment status and classification. Trinidad Rancheria’s Personnel Policy Manual provides the guidelines all employees are expected to follow while employed by the Tribe. Its intended use is to be a reference for employees, supervisors, managers, and administration when questions arise about policies and procedures. Human Resources provides a copy of the manual to employees upon hire during orientation.

1. **SCOPE OF SERVICES**

**2.1 SCOPE**

Trinidad Rancheria is seeking to work with experienced individual or a team who will review our existing policy documents, assess and suggest changes and updates based on current laws, and establish policy sections that may be missing, to ultimately create a current Personnel Policy Manual. Additionally, the chosen consultant will assist in creating an Employee Handbook that can be given to each employee upon hire for their personal reference**.** The Trinidad Rancheria Policies and Procedures update shall be in compliance with Federal law, and Employment Labor laws as viewed through a Tribal and sovereign government lens.

Trinidad Rancheria’s intent is for the consultant to review, recommend, present for approval, and subsequently revise the current manual and amendments. The Rancheria needs an experienced consultant to:

1. Identify policies required by Federal and Employment Labor law.
2. Recommend specific ways to simplify the policies and ensure they are clear, consistent, and fair while protecting Trinidad Rancheria from liability.
3. Recommend update to policies that may be outdated and present conflicting information.
4. Compare current policies to best practices found in Tribal and Federal governments, and provide recommendations for improvement. As part of this review and revision project, all current policies and their subsections will be considered for amendment or replacement, including but not limited to:
5. Company Introduction
6. General Regulations
7. General Employee Information
8. Recruitment and Hiring
9. Compensation
10. Performance Evaluations
11. Employee Conduct
12. Disciplinary Action
13. Termination of Employment
14. Personal Time Off and Personal Holidays
15. Leaves of Absence
16. Health and Welfare Benefits
17. Drug and Alcohol Free Workplace
18. Driver Eligibility
19. Technology Use
20. Valley Pacific / Renner Fuel Card Program
21. Gym Membership Program
22. Illness Prevention Policy
23. Final Acknowledgement Page with Signature
24. Once completed, provide training of new Personnel Manual to Managers and Supervisors
25. Provide a living document that can be updated internally for future needs as policies are added or revised.
26. Create a separate Employee Handbook to supplement the personnel policies.

**2.2 ESTIMATED TIMELINE**

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| --- | --- |
| **DATE** | **ACTION ITEM** |
| August 23, 2024 | Issue Request for Proposals |
| September 20, 2024 | Deadline for Proposal Submissions |
| September 23–27, 2024 | Review of Submittals |
| September 30 –October 11, 2024 | Consultant Interviews or Presentations as needed |
| October 17, 2024 | Tribal Council Review and Approval |
| October 18, 2024 | Consultant Selection and Notice to Proceed |
| October 21-25, 2024 | Contract Negotiation |
| October 28-November 1, 2024 | Consultant Start Date and Initial Consultant/Tribe Meeting |
| December 2- 6, 2024 | First draft review and next steps |
| January 6 - 9, 2025 | Second draft review and next steps |
| February 3-7, 2025 | Final Review |
| February 17-21, 2025 | Management Training on Personnel Policy |
| February 28, 2025 | Agreement Completion Date-Final Deliverable Due |

**2.3 DELIVERABLES**

1. Selected consultant will meet with Administration and Human Resources to examine the current policies and amendments to be studied and reviewed. They will conduct project planning and coordination, to clarify Scope of Services, issues, concerns, desired outcomes, and defined expectations. It is anticipated that the consultant will need to meet with Administration and Human Resources on a regular basis during the course of the project to review interim work products and to receive direction and input from the management team.
2. Consultant will obtain all pertinent documents, such as current Policy and Procedure Manuals and Amendments, and other documents as required to fulfill agreement.
3. Consultant will prepare a draft written report describing the Personnel Policy Manual review process, methodology, findings, and recommendations to Administration, Human Resources, and Tribal Council.
4. Consultant will prepare a draft revision of the current Policy and Procedures to reflect best practices and recommend policies to ensure legal compliance with current regulation, legislation, and best practices. Consultant shall make every reasonable effort to streamline the completed Personnel Policy Manual so that it is an easy-to-use guide for Trinidad Rancheria employees and management, while ensuring the necessary professional outcomes and appropriate policy language are present to provide a best practice product that also protects Trinidad Rancheria from employee practices liability.
5. Consultant will review the draft Personnel Policy Manual with human resources staff, Administration, and others in the management team.
6. Consultant will prepare a final Personnel Policy Manual incorporating revisions resulting from such review.
7. Consultant will create an Employee Handbook to supplement the personnel policies. The Employee Handbook will be a streamlined easy-to-use guide for Trinidad Rancheria employees, to be given to employees upon hire during orientation.
8. Consultant will provide training of management and supervisors on the new Personnel Policy Manual and Employee Handbook. Consultant will develop a summary of key changes to accompany the new Personnel Policy Manual to aid in effective communication of policy changes.
9. Consultant will provide all deliverables in electronic format suitable for ongoing customization and revision.
10. **PROPOSAL REQUIREMENTS**

**3.1 GENERAL INSTRUCTIONS**

Before submitting a proposal, each consultant shall familiarize itself with the entirety of the RFP, including Scope of Services, Anticipated Deliverables, and all laws, regulations and other factors affecting the consultant’s performance.

The consultant is responsible for fully understanding the requirements and shall otherwise satisfy itself to the expense and difficulties accompanying the fulfillment of the agreement requirements. The submission of a proposal will constitute a representation of compliance by the consultant. There will be no subsequent financial adjustment for the lack of such familiarization.

**3.2 SUBMITTING THE PROPOSAL**

Interested and qualified respondents are requested to submit **three (3)** hard copies of their written proposal no later than **4:30 on September 20, 2024.** It is the respondent’s responsibility to ensure proposals are submitted and received in a timely manner. The submittal materials shall provide the following information.

* 1. Respondent and consultant’s company name, address, telephone number and website, and principal contact name, telephone number and e-mail address.
  2. Statement of the respondent’s qualifications to perform the requested services.
  3. Name of the principal staff person(s) who will be primarily responsible for providing services to the Tribe and their resume and qualifications.
  4. Example of the respondent’s previous work in providing the requested services. Include the client, type of work, project start and completion dates, project name, and project size.
  5. List of two (2) additional client references, including name, address, telephone number and e-mail address.
  6. Description of the respondent’s proposed fees, costs and charges, including an explanation of what services will be provided on an hourly rate, flat rate, fixed retainer or other basis. Explain how often Trinidad Rancheria will be invoiced for services. Explain what costs would be charged to Trinidad Rancheria and the respondent’s policy for billing fees and any costs relating to travel.
  7. Description of the respondent’s general liability, automobile liability and professional liability insurance coverages. The successful firm will need to provide proof of insurance satisfactory to Trinidad Rancheria.

# Proposals shall be addressed and mailed to:

# Trinidad Rancheria

# P.O. Box 630

# Trinidad, CA 95570

# Karen Felt, HR Manager

# Or, hand delivered to:

# Trinidad Rancheria

# 1 Cher-Ae Lane

# Trinidad, CA 95570

# Karen Felt, HR Manager

# Proposals will be accepted through 4:30 p.m. September 20. 2024.

# Proposals in response to this RFP must be delivered in a sealed envelope or by mail.

# All responses shall contain three (3) original copies of all required submission materials. Proposals must be clearly marked as follows:

# “Personnel Policy Manual Review and Revision”

**3.3 INCURRING COSTS**

Trinidad Rancheria is not liable for any cost, fee, or expense incurred by any respondent in replying to this RFP, whether selected or not. Each responding consultant shall protect, defend, indemnify, and hold harmless Trinidad Rancheria from any and all liability, claims, and expenses whosoever incurred by, or on behalf of the entity participating in the preparation of its response to this RFP. Such non-reimbursable fees and expenses include, but are not limited to, each of the following:

1. Preparing the proposal and related information in response to this RFP.
2. Negotiations with Trinidad Rancheria on any matter related to this procurement.
3. Costs associated with interviews, meeting, travel, or presentations.
4. All other expenses incurred by the responding consultant prior to the date of award and formal notice to proceed.

**3.4 WITHDRAWAL OF SUBMITTALS**

Respondent may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be timely received by the Human Resources Manager. The notice must be signed by an authorized representative of the respondent.

**3.5 NON-DISCRIMINATION CLAUSE**

Respondents must affirm that they do not discriminate against any individual because of race, religion, sex, color, age, handicap, or national religion and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

We reserve Native American preference for qualified consultants.

1. **CONSULTANT SELECTION AND AWARD PROCESS**

**4.1 REVIEW OF SUBMITTALS**

The Trinidad Rancheria’s evaluation committee will include the Human Resources Manager, Executive Manager, Chief Executive Officer and Members of the Tribal Council.

The evaluation committee will review proposals and references, and may request interviews/presentations. The resulting information will be used to rate the submittals. The evaluation committee reserves the right to make a selection based on submittals without scheduling interviews.

The Tribe assumes no responsibility for the payment of sub-contractors that may arise out of a proposal or subsequent agreement.

**4.2 INTERVIEW/PRESENTATIONS**

Following review of submitted proposals, consultants may be requested to interview and provide presentations to support and clarify their proposals. Should an interview be requested and consultant not complete the interview, the evaluation committee reserves the option to reject the opportunity to award an agreement.

Upon completion of any interviews/presentations by consultants, the evaluation committee may perform reference checks, review project fees, and other pertinent consultant information in their final evaluation and decision process.

* 1. **RIGHT TO REJECT PROPOSALS AND NEGOTIATE AGREEMENT TERMS**

Trinidad Rancheria reserves the right to reject any and all proposals without cause or notice, such as if determined that one or another does not satisfactorily meet the needs, qualifications, product, and/or outcomes required or desired. Trinidad Rancheria reserves the right to negotiate the terms of an agreement, including the award amount, with the selected proposer or any other person, prior to entering into an agreement. Selection, award, terms, conditions, and amount are each within the sole discretion of the evaluation committee and Tribal Council.

* 1. **LATE PROPOSALS**

Proposals will be deemed late if received after the closing day and time of submission, may not be considered for review, and may be returned unopened, all within the sole discretion of the evaluation committee.

* 1. **PROPOSAL PROPERTY**

All proposals become the property of Trinidad Rancheria upon submission. Trinidad Rancheria shall have the right to copy, publicly review and discuss, retain and dispose of each proposal. Nothing contained in any submission will be considered proprietary or confidential; and a submission will act as an irrevocable acknowledgement of this by the consultant.

Trinidad Rancheria makes no representation that any contract will be awarded to any consultant responding to this request. Nothing in this request for proposals shall be construed to obligate Trinidad Rancheria to negotiate or enter into a contract with any particular consultant or firm.

Proposals are to be submitted in print. Proposals generally should not exceed 25 pages, should be clear and succinct, and give sufficient detail to the request without elaborate or lengthy responses.

* 1. **AMENDMENTS TO RFP**

Trinidad Rancheria reserves the right to amend the RFP by addendum or to waive minor irregularities. If necessary, any proposal deadlines will be extended to allow consultants additional time to respond to the RFP addendum. Trinidad Rancheria may waive conflicts.

**4.7 NON-COMMITMENT**

This RFP does not commit Trinidad Rancheria to award an agreement to any consultant; to pay any consultant’s costs, fees, or expenses incurred in the preparation of a proposal for this request; or to procure or contract for services. Trinidad Rancheria reserves the right to accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety the RFP, without cause and without notice, such as, but not limited to, if the evaluation committee determines it is in the best interests of Trinidad Rancheria to do so.

**4.8 AWARD OF AGREEMENT/CONTRACT**

The successful respondent will be required to enter in to a services contract with the Trinidad Rancheria, which will include their bid proposal as an exhibit and include all agreed upon terms of the project. (Example attached).

Trinidad Rancheria will require awardee to provide:

1. Proof of Insurance for Worker’s Compensation
2. W-9 Tax ID for reporting Nonemployee compensation