

Administration and Projects Committee **STAFF REPORT**

Meeting Date: December 02, 2021

Subject	Authorization to Execute Amendment No. 9 to Agreement No. 464 with Regional Government Services (RGS) to Provide Human Resources Management Services and Release a Request for Proposals (RFP) for Human Resources Management Services
Summary of Issues	Staff seeks to amend Agreement No. 464 with RGS for human resources management services, to extend the term through June 30, 2022, with no increase in budget. Staff also seeks approval to release an RFP for human resources management services. The extension of the agreement will allow adequate time for staff to complete the competitive selection process.
Recommendations	Staff seeks authorization for the Chair to execute Amendment No. 9 to Agreement No. 464 with RGS to provide continued on-call human resources management services, extend the agreement termination date from December 31, 2021 to June 30, 2022, with no increase in budget, and authorization to release an RFP to procure a qualified firm to provide on-call human resources management services.
Staff Contact	Tarienne Grover
Financial Implications	There is no increase to the current budget. These expenditures are covered by the existing Fiscal Year 2021-22 budget.
Options	The Authority Board may provide other direction.
Attachments (See APC	A. Amendment No. 9 to Agreement No. 464

Packet dated 12/2/21)

Changes from Committee

None

Background

Beginning in February 2017, RGS has been providing human resources management services on personnel matters, recruitments, policy development, and organizational development. As a small agency with a staff of 20 employees, the Authority does not have a Human Resources Department and the consulting support from RGS provides an effective alternative to specialized permanent staffing. RGS is a Joint Powers Authority established in 2001 to assist California cities/towns, counties, special districts, and other government entities with human resources and other administrative services.

The proposed amendment will continue human resources support from RGS through June 30, 2022. Services provided by RGS include the following:

- An assigned RGS advisor that services as a point-of-contact on personnel matters.
- Assists with problem-solving and develops action plans for accomplishing desired outcomes.
- Regularly communicates with Authority staff and helps integrate overall Authority priorities and personnel policies.
- Assists with employee training programs, including compliance and mandated training for harassment prevention and ethics in the workplace.
- Assists with performance management issues as-needed.
- Assists with updating personnel policies and practices.
- Other human resource services as needed including classification studies.

The Authority's current agreement with RGS for human resources management services has been in effect for nearly 5 years. In order to ensure the Authority's agreement remains competitive and current needs are being met, the human resources management services agreement will be competitively re-bid. RGS will be invited to submit a proposal as part of the competitive selection process. The extension of this agreement will allow Authority staff sufficient time to release an RFP for human resources management services and complete

the competitive selection process.

Agreement No. 464 with RGS provides the option to amend the term by mutual agreement of the parties. Staff seeks authorization for the Chair to execute Amendment No. 9 to Agreement No. 464 with RGS to provide continued on-call human resources management services, extend the agreement termination date from December 31, 2021 to June 30, 2022, with no increase in budget, and authorization to release an RFP to procure a qualified firm to provide on-call human resources management services.

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