



ALAMEDA
LOCAL AGENCY FORMATION COMMISSION

REQUEST FOR PROPOSALS |
Human Resources and Benefit Consulting

Issuance Date | March 18, 2025

Submittal Deadline | April 7, 2025

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TABLE OF CONTENTS

Section Page Number

I.	Agency Profile.....	5
II.	Proposal Overview.....	5
III.	Proposal Objective	6
IV.	Proposal Requirements.....	7
V.	Proposal Format and Content.....	8
VI.	Other Proposal Information.....	9
VII.	Contact Information.....	10

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I. Agency Profile

The Alameda Local Agency Formation Commission (LAFCO) is a political subdivision of the State of California and currently operates under authority of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2001 (Government Code Section 56000). LAFCO is delegated regulatory and planning responsibilities to coordinate the efficient and responsive delivery of local governmental services and highlighted by overseeing the formation, expansion and related changes involving cities and special districts. There are presently 14 cities and 29 special districts subject to LAFCO's jurisdiction in Alameda County.

Decision-making at Alameda LAFCO is directly vested with its 11-member Commission. The Commission is divided between seven regular voting members and four alternate voting members. Representation on the Commission is also divided between four distinct appointee categories: (a) three appointees from the County of Alameda, (b) three appointees from the cities/towns, (c) three appointees from the independent special districts, and (d) two appointees from the general public. State law specifies all Commission members shall exercise their independent judgment on behalf of the interests of the public as a whole and not on behalf of their appointing authorities.

Agency staffing is provided by 2.0 fulltime equivalent employees and supported by a current operating budget of \$818,538 and an available fund balance of \$376,975. LAFCO's financial records are managed by staff and provided by the County of Alameda.

II. Proposal Overview

The **Alameda Local Agency Formation Commission (LAFCO)** invites qualified consultants to submit proposals for **Human Resources and Benefits Consulting Services** to assist LAFCO in evaluating and selecting employee benefit and retirement plans as it transitions from Alameda County's administrative framework.

LAFCO is in the process of **becoming an independent employer** and requires expertise in **public sector benefits, retirement systems, and HR policies** to ensure a smooth transition. The consultant will provide **strategic guidance, comparative analysis, and implementation support** for new benefit structures.

The consultant will be responsible for providing expert guidance on **benefits administration, retirement systems, and HR policies**. The expected scope includes, but is not limited to:

1. Retirement Plan Analysis

- Evaluate **ACERA and CalPERS** retirement system options, including cost projections, employer contribution requirements, and employee benefits.
- Assess the feasibility of alternative **defined benefit or defined contribution plans**.
- Provide a **recommendation based on cost, sustainability, and employee impact**.

2. Health and Welfare Benefits Review

- Compare **County HR, CalPERS, and SDRMA health plan options.**
- Assess **medical, dental, vision, life insurance, and disability coverage** plans.
- Recommend an optimal **benefits administration approach** that balances cost-effectiveness and employee needs.

3. HR Policy Development

- Draft **LAFCO-specific personnel policies** covering:
 - Employee classification
 - Compensation and salary structure
 - Leave policies (vacation, sick leave, FMLA)
 - Performance evaluations and disciplinary procedures
- Ensure compliance with **California labor laws, PEPRRA, and public sector employment regulations.**

4. Implementation Strategy

- Develop a **phased transition plan** for integrating new benefits and HR systems.
- Provide **guidance on employee enrollment and transition logistics.**
- Assist in **coordinating with benefit providers and payroll services** to ensure seamless implementation.

III. Proposal Objective

Alameda LAFCO currently receives **payroll, human resources, and benefits administration** through Alameda County. As part of its transition to full operational independence, LAFCO will **establish its own employment policies and benefits programs** by June 1, 2025.

The primary focus areas of this RFP include:

- **Retirement Plan Selection:** Evaluation of options between Alameda County Employees' Retirement Association (ACERA) and California Public Employees' Retirement System (CalPERS) or other feasible alternatives.
- **Health & Welfare Benefits:** Comparison of County HR services, CalPERS health plans, and SDRMA (Special District Risk Management Authority) options.
- **Personnel Policies:** Development of HR policies that align with LAFCO's independent employer status.

The selected consultant will provide **expert analysis, cost projections, regulatory guidance, and implementation strategies** to support LAFCO's transition.

IV. Proposal Requirements

All proposals must be submitted in writing and received by Alameda LAFCO no later than **5:00 p.m. Pacific Standard Time on Monday, April 7th**. Email submittals are encouraged and should be directed to Executive Officer Rachel Jones at Rachel.jones@acgov.org. Mailed or hand-delivered submittals are also welcome at Alameda LAFCO's Administrative Office at 224 West Winton Avenue, Suite 110, Hayward, California, 94544. An Ad Hoc Committee will evaluate each proposal submitted and will forward a recommendation to the Commission for formal action at a public meeting based on the following and weighted criteria. The Commission's Ad Hoc Committee will screen all proposals submitted to Alameda LAFCO for completeness relative to the RFP requirements. The evaluation will be based factors enumerated below. No one factor shall be determinative.

- Background (10%)
Qualifications of both the firm and assigned personnel to LAFCO in benefit consulting services for governmental agencies and or similar organizations.
- Relevant Expertise (20%)
Understanding of pertinent health and benefit standards for governmental agencies.
- Reputation (20%)
Client references; three minimum.
- Scope of Services (25%)
Quality and depth of written proposal and proposed services and associated timelines.
- Cost Summary (25%)
Estimated cost to complete scope of work.

The Commission's Ad Hoc Committee reserves the right to request additional information or clarification from respondents in evaluating referenced criteria.

Action	Dates
RFP Issued	Tuesday, March 18, 2025
... Deadline for Questions	March 21, 2025
... Deadline for Responses	March 24, 2025
Deadline to Submit Proposals	Monday, April 7, 2025
Interviews with Selected Candidates	Week of April 14
Contract Award	May 8, 2025
Start Date	May 19, 2025

- * Interviews may be conducted in person or by video conferencing and at the preference of the firm/individual. (Interview type will have no effect on the award.)

- * Alameda LAFCO reserves the right to adjust this timeline as it deems necessary. Notification of adjustments to the timeline shall be provided to all respondents.
- * Alameda LAFCO reserves the right to award a contract, to modify the scope of services required as necessary, and to accept or reject any or all submittals received as a result of this RFP.

V. Proposal Format and Content

All proposals must be accompanied by a cover letter. The cover letter must identify the complete name of the firm and office location submitting the proposal along with its federal identification number. The cover letter must also summarize the proposal in terms of (a) scope of work, (b) schedule and (c) cost. The cover letter must also identify and briefly describe whether there is any potential conflict of interest. As for the actual proposal, it should address the content sections presented below in narrative format. Information should be as concise as possible. Any supporting material included with the proposal should be directly related to one of the context sections.

Firm Descriptions and Statement of Qualifications

Provide a description of the firm, including type of business, years in operation, number of employees, industry specialty and office location(s). Include a statement clearly outlining the firm's qualifications – including certification.

Project Team

Identify the key staff members that would be assigned to the project and their respective office locations. Briefly describe each member's responsibility and relevant work experience.

Related Work Experience and References

Description of the firm's experience with public sector HR, benefits, and retirement systems.

Scope of Services

Propose a scope of services to complete the project based on the firm's experience and understanding of LAFCO's needs. The proposed scope of services should be outlined in distinct phases with corresponding timelines and budgeted costs.

Project Costs / Timeline

This includes estimating a reasonable time schedule for services. Also identify the total cost to complete the project as well as detailed line-item costs for specific tasks or phases. This includes options for ongoing maintenance. All hourly rates, fees, and reimbursable costs must be clearly stated.

VI. Other Proposal Information

- **Questions**

All questions seeking clarification on the RFP must be received in writing no later than 5:00 p.m. PST on Friday, March 21, 2025. Responses to submitted questions will be prepared by Alameda LAFCO and sent to all respondents no later than 5:00 p.m. PST on Monday, March 24, 2025. All questions should be e-mailed to Executive Officer Rachel Jones at Rachel.jones@acgov.org.

- **Agreement**

The selected firm or individual's proposal will become part of the agreement. Price quotations and other time dependent information contained in any proposal shall remain firm for a minimum of 90 days from the proposal submission deadline.

- **Property of Alameda LAFCO**

All proposals received will become the property of Alameda LAFCO and will not be returned. Alameda LAFCO reserves the right to copy the materials for internal evaluation purposes.

- **Collusion Among Respondents**

In submitting a proposal, the firm or individual, certifies that it is not party to any collusive actions relating to this RFP.

- **Exceptions**

A firm or individual taking exception to any part of this RFP shall indicate such exceptions in a separate section of their submitted proposal. Failure to indicate any exception will be interpreted as the firm or individual's intent to comply fully with the requirements of this RFP as written.

- **Expenses Incurred**

There is no expressed or implied obligation for Alameda LAFCO to reimburse proponents for any expenses associated with responding to this RFP.

- **Withdrawal of Proposal**

Consultants may withdraw all or portions of their proposal up to the ratification of a contract between Alameda LAFCO and the selected firm. A withdrawal request must be signed by the proponents duly authorized representative and sent to the Executive Officer.

- **Withdrawal of RFP**

Alameda LAFCO retains the right to withdraw, modify, or amend this RFP at any time.

VII. Contact Information

All questions and related inquiries to this RFP should be addressed to the following contact:

Rachel Jones, Executive Officer
224 West Winton Avenue, Suite 110
Hayward, California 94544

T: 510.670.6267 Main

E: Rachel.jones@acgov.org