
Meeting Date: April 21, 2021
Staff Contact: Peter S. Auh, General Counsel

TITLE: C-21-9 – Approval of Contract with Southwestern HR Consulting, Judith L. Durzo, Attorney at Law, and Ripley B. Harwood, P.C. for personnel hearing officer services

ACTION: Recommend Approval

Summary:

The Water Authority Merit System Ordinance provides that employees can appeal disciplinary decisions to a Personnel Hearing Officer. The Merit System Ordinance also requires that the Executive Director use a competitive process to select up to three Personnel Hearing Officers, subject to the approval of the Water Authority Board (Section, 10-1-23 (A)). To comply with this provision, the Water Authority issued an RFP to solicit proposals from vendors qualified to provide Personnel Hearing Officer services for disciplinary appeals.

The RFP was posted on BidSync and advertised in the local newspaper. Four (4) responses were submitted for evaluation. The responses were reviewed, evaluated and scored by the Ad Hoc Committee recommended by the Executive Director.

Based on the recommendations of the Ad Hoc Committee, the Executive Director recommends award of contracts to Southwestern HR Consulting, Judith L. Durzo, Attorney at Law, and Ripley B. Harwood, P.C. as all three companies are qualified to perform the work, and up to three companies may be selected per the Merit System Ordinance (Section 10-1-23(A)). The respective scores after all rounds of scoring are as follows:

<u>Respondent</u>	<u>Score</u>
Southwestern HR Consulting	905
Judith L. Durzo, Attorney at Law	893
Ripley B. Harwood, P.C.	887
Robert Kelpa	765

This approval is intended to delegate signature authority to the Executive Director to enter into a contract with all three Respondents, to comply with the Merit System Ordinance, to provide Personnel Hearing Officer services based on the Recommendation of Award of RFP, P2021000002. Approval of this item shall also serve as delegation of authority for the Executive Director to approve all future amendments to this contract, if any.

If approved by the Board, an Agreement will be executed between the Water Authority and each Respondent to enable them to provide these services, as needed.

FISCAL IMPACT:

The funding for FY21 expenditures will come from existing appropriations and future expenditures are subject to future appropriations and will be awarded on an as needed basis. The term of the agreements will be for two years, and the total expenditures for any of the contracts awarded is not expected to exceed \$20,000.00, excluding applicable taxes, through FY23.

Memo

To: Mark S. Sanchez, Executive Director

From: Candida Kelcourse, Purchasing Administrator *OK*

Through: Jonathan Daniels, Chief Purchasing Officer *JD*

Date: March 31, 2021

Re: Recommendation of Award, P2021000002, Personnel Hearing Officer RFP

The Albuquerque Bernalillo County Water Utility Authority issued the referenced Request for Proposals (RFP) to solicit proposals from qualified vendors to serve as Personnel Hearing Officers.

The RFP was posted on BidSync and advertised in the local newspaper. Four (4) responses were received and submitted for evaluation. The Ad Hoc Committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Listed are all the respondents' average composite scores with small and/or local preferences and the NM Resident Preference applied for the offeror(s) with an asterisk (*). The largest total composite score possible, without preferences applied, is 1000.

<u>Offeror</u>	<u>Total Composite Score</u>
Southwestern HR Consulting	905
Judith L. Durzo, Attorney at Law	893
Ripley B. Harwood, P.C.	887
Robert Kelpa	765

The committee recommends the award of contracts to Southwestern HR Consulting, Judith L. Durzo, Attorney at Law, and Ripley B. Harwood, P.C. and as all three companies are qualified to perform the work, and up to three companies may be selected per the Merit System Ordinance (Section 10-1-23(A)). I concur with the committee's recommendation.

Water Authority Board approval is required for this procurement.

Approved:

Recommended:

Mark S. Sanchez

4/6/21 09:49 MDT

Mark S. Sanchez
Executive Director

Date

Peter Auh

4/6/21 09:49 MDT

Peter S. Auh
General Counsel

Date

Enclosures: Composite Score Sheet

Composite Score Tabulation
P2021000002 Personnel Hearing Officer RFP

EVALUATION CRITERIA	EVALUATION FACTORS (Max pts)	OFFERORS			
		Judith Durzo	Ripley B. Harwood	Robert Klepa	Southwestern HR Consulting
1.The Offeror's general approach and plans to meet the requirements of this RFP.	100	87	85	75	87
2. The Offeror's past performance on projects of similar scope and size.	150	132	138	107	130
3. The Offeror's detailed plans to meet the objectives of the Scope of Services.	200	178	172	155	173
4. The overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors including, but not limited to, the review of references, résumé and writing sample.	200	182	177	153	182
5. Experience and qualifications of the Offeror to perform tasks described in the Scope of Services.	250	235	235	200	233
6. Cost Proposal. The costs proposed by the Offeror as described in this RFP to perform the tasks listed in the Scope of Services.	100	80	80	75	100
TOTAL COMPOSITE SCORES		893	887	765	905
Resident Business Preference	Up to 5%				
Resident Veteran Business Preference	Up to 10%				
Recycled Content Goods Preference	Up to 5%				
Local Business Preference	Up to 5 %				
Small Business Preference	Up to 5%				
Pay Equity Preference (NOT CURRENTLY AVAILABLE)	Up to 5%				
15% Preference Max		0	0	0	0
TOTAL COMPOSITE SCORES WITH PREFERENCES		893	887	765	905
RANKING		2	3	4	1
		Judith Durzo	Ripley B. Harwood	Robert Klepa	Southwestern HR Consulting