

# Northwestern Indiana Regional Planning Commission

RFP 15-28: Consulting Services for the Purposes of Updating the NIRPC Employee Handbook and Preparing an Organization Multi-Year Transition Plan

Questions and Answers

August 28, 2015

**Q1: How long is the handbook that will need reviewing/revision?**

A1: The current handbook has approximately 50 pages. The entire handbook needs reviewed with possible updates.

**Q2: It appears that NIRPC may have background information available regarding “collaboration with other jurisdictions and community partners”. Is this true?**

A2: We do collaborate with other but not sure if it would affect the handbook or organizational plan. More information about NIRPC is available at [www.nirpc.org](http://www.nirpc.org).

**Q3: I understand the need for legal review. Does NIRPC have legal counsel available?**

A3: The initial legal review must come from the Contractor’s legal counsel that specializes in employment law.

**Q4: Has this type of review been done before and, if so, is there information available that can be used as benchmark for comparison?**

A4: No, this kind of review has not been done before for NIRPC.

**Q5: Reference is made to “agencies of similar size”. Are these agencies identified?**

A5: The references must be agencies the contractor has done similar work for in the past.

**Q6: How many will be on the project team and what positions are represented?**

A6: The project team will consist of NIRPC administrative staff and management and a member of the Finance and Personnel committee.

**Q7: When you say “bound”. Does this mean spiral bound?**

A7: You may bound however you see fit for your submittal.

**Q8: It states that budget is \$20,000. Can the proposal exceed that amount or do you want the \$20,000 broke down into specific line items not to exceed that amount?**

A8: The total cost is not to exceed \$20,000 total. Breakdown your costs so they are understandable to the evaluation committee.

**Q9: Could you provide some clarification on the benchmark agencies for best practice. Are you looking for specific to your industry like other governmental agencies or job description to job description. Example: we might compare clerical assistant their some clerical assistant in the Region rather than the industry**

A9: It is the Contractor's responsibility to determine the best approach for the updates to the handbook and the transitional plan.

**Q10: Can the legal review be done by a human resources professional or does it have to be completed by an attorney?**

A10: It is preferred to use an attorney who specializes in employment law.

**Q11: Can you provide an organizational chart for NIRPC?**

A11: An organizational chart can be found at the following link in the 2014 CAFR Page 13.  
<http://www.nirpc.org/about/business-with-nirpc/audits-comprehensive-annual-financial-report.aspx>