



POINT FORTIN BOROUGH CORPORATION
REQUEST FOR PROPOSAL

CREATION OF A
**Five Year
Manpower Plan**

TABLE OF CONTENTS

1. Section 1. Letter of Invitation.....	2
2 (a) Technical Proposal	
2 (b) Financial Proposal	
2 (c) Other Proposal Documents	
3. Further Instructions for the Submission of Proposals	
4 Evaluation Criteria	
5 Deciding Award of Contract	
6. Expected date for commencement of consulting services	
2. Section 2, Appendix 1: Terms of Reference.....	5
3. Section 3, Appendix 2: Evaluation Criteria.....	8

REQUEST FOR PROPOSAL FOR MANPOWER PLAN FOR THE POINT FORTIN BOROUGH CORPORATION

Section 1: Letter of Invitation

June 22 2020

Dear Sir/Madam,

The Point Fortin Borough Corporation (hereinafter called “Client”) is desirous of creating a Manpower Plan which will allow the implementation of the new legislation on Local Government Reform Bill 2019 and the amendments to the Municipal Corporation Act Chapter 25:04.

1. The following documents are enclosed to enable the bidder to submit their proposal:
 - (a) Terms of Reference (Appendix 1)
 - (b) Evaluation Criteria (Appendix 2)

2. Bidders are expected to provide a Proposal Package containing the following:
 - (a) Technical Proposal
 - (b) Financial Proposal
 - (c) Other documents that are in support of the Proposal

2 (a) **Technical Proposal**

The Technical Proposal shall be marked “Original” or “Copy” as appropriate. The Technical Proposals shall be sent to the address as stated below and in the number of copies indicated below. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal”.

Each Consultant listed shall provide a Curriculum Vitae outlining their relevant experience in the field as well as similar work which would have been performed in this area of expertise. Detailed Curricula Vitae for key team members are to be submitted as an as a part of the Annexe to the Technical Proposal. Résumés will not be considered.

2 (b) **Financial Proposal**

Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment.

2 (c) **Other Proposal Documents**

Additional Proposal Documents will be available from the website **pointfortinborough.com**.

3. **Further Instructions for the Submission of Proposals**

The envelopes containing the Curriculum Vitae, Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Project, and be clearly marked “Do Not Open, Except in Presence of the Official Appointed.”

The Client shall not be responsible for misplacing, losing or premature opening, if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If Section 1: Letter of Invitation 2 (a) the Technical Proposal and 2 (b) the Financial Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Consultant must submit the original, the original, a copy and one (1) scanned copy of the Technical Proposal, and the original, a copy and one (1) scanned copy of the Financial Proposal.

The Proposal Package submission address is:

**The Chief Executive Officer
Point Fortin Borough Corporation
George Road
Mahaica
Point Fortin**

Scanned copies must be sent to:

pfb80@gmail.com

Proposals must be submitted no later than the following date and time: **Wednesday July 15th, 2020 at 1:00 p.m.**

4. **Evaluation Criteria**

The Client will award the Contract to the Bidder whose bid is determined to be substantially responsive to the bidding documents, and who has offered the Lowest Evaluated Bid Price, provided that this Bidder has been determined to be eligible and has met the qualification requirements in accordance with the criteria in Appendix 2.

5. **Award of Contract**

Your proposal will be evaluated and ranked on its merit in accordance with the evaluation criteria and, if selected, ultimately, a contract will negotiated between you/your firm and the Client for the duration of the engagement.

6. **Expected date for commencement of consulting services**

The final report must be submitted within three (3) months after the commencement date of engagement.

Yours sincerely,



DONNAMAY TAYLOR
Chief Executive Officer

Enclosed

Appendix 1 – Terms of Reference

Appendix 2 – Evaluation Criteria

Appendix 1: Terms of Reference

Consultancy Services for the creation of a Manpower Plan for the Point Fortin Borough Corporation

1. INTRODUCTION

1.0: Background

The Local Government Reform Bill of 2019 was developed to deliver improved local government democracy, accountability and service delivery through the amendment of nine pieces of legislation. As a result, the Municipal Corporations Act, Chap. 25:04, will be amended.

This amendment will affect the corporate governance of the Point Fortin Borough Corporation (hereinafter called “Client”) since, the parameters within which it executes its statutory responsibilities, maintains effective collaborative relationships and demonstrates public accountability will all be impacted. It is in light of these anticipated changes that the Client has decided to undertake this consultancy that will provide support to the subsequent development of a current strategic or operational plan. Reference can be made to existing documentation inclusive but notwithstanding its operational plan and recommendations and instructions from its Supervisory Bodies. The Point Fortin Corporation has approximately Eight Hundred and Ten (810) employees consisting of Monthly rated, Daily rated and Contract officers.

2.0: OBJECTIVES OF THE CONSULTANCY

The Consultant is required to produce a **five year Manpower Plan** for the Client aligned with the critical areas identified in the Local Government Reform Bill of 2019. This Plan will serve as a comprehensive strategy for addressing key issues relating to manpower challenges arising out of the legislative reform as well as create synergy among the various departments of which the Corporation is comprised. It will also serve as a mechanism for institutional strengthening and capacity building for all staff in the Corporation.

Specifically, the consultant is required to:

1. Work directly with the Chief Executive Officer (CEO) and the staff of the Corporation to finalize the manpower plan in accordance with the feedback and information received during the stakeholder consultations on the Plan.
2. Provide immediate recommendations for critical issues or changes which will arise.
3. Provide recommendations for closing technical competency gaps via training and recruitment interventions.
4. Provide recommendations for a step-by-step implementation plan.

3.0 EXPECTED OUTCOMES AND DELIVERABLES

3.1 Expected Outcomes

It is expected that the finalization and implementation of the Manpower Plan would ultimately and directly result in:

- i) improved utilization of available human resources,
- ii) improved service delivery so as to have the right quality and quantity of workers available and,
- iii) better overall management of the Corporation's human capital

3.2 Specific Outputs

Following are the specific outputs for the undertaking:

1. Assessment of Current Manpower through a Manpower Audit:

An assessment of the current manpower of the Client needs to be undertaken where a review has to be done of the existing organization structure and staffing and these then linked to the Client's overall goals and objectives. The Assessment is to include a Stakeholder Consultation via any mechanism that is recommended by the Consultant.

2. Assessment Report/Gap Analysis:

This includes assessing the gaps between current and future manpower needs, highlighting areas of strengths on which the Corporation can build; reviewing existing reports and conducting interviews with key stakeholders to identify the major areas impacting on the change to the legislation and determining how these can be addressed.

3. Provide recommendations to assist with the finalization of the Five Year Manpower Plan:

Recommendations should include: i) Scenario planning, with a plan, schedule and related activities, milestones, human resources, roles and responsibilities of the stakeholders, and proposed costing for each scenario; and ii) identification of any major challenges (expected workforce shortages, migration, union issues, etc.) and other issues that are likely to arise within the five-year timeframe, and propose mitigating strategies. The recommendations can include technology based solutions in light of new ways of working that are being executed due to COVID-19. In addition, the recommendations must allow for the improvement/enhancement of the current efforts to market the Corporation's monthly and daily paid careers as valuable and competitively positioned. Also, recommendations must be made to attract and retain Corporation talent.

4. Recommendations for a step-by-step implementation plan:

The implementation plan must be clearly outlined and must be linked to the recommendations as outlined in item three (3) above.

4.0 REPORTING REQUIREMENTS

As the consultancy progresses, the Consultant is required to provide the following reports detailing the progress of the Consultancy:

- An Inception Report within one week of the commencement of the Engagement
- Five (5) Bi-Weekly Reports
- Three (3) Monthly Reports
- One (1) Final Report

**Appendix 2:
EVALUATION CRITERIA**

ITEM	CRITERIA	POINTS	MAX. POINTS
(i)	Specific experience of the Consultants relevant to the assignment (2 points for each project of a similar nature in the last 7 years)		10
Sub Total			10
(ii)	Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:		
	a) Technical approach and methodology		10
	b) Work plan		10
	c) Organization and staffing		10
Sub Total			30
	Key professional staff qualifications and competence for the assignment: (Time specified in years)		
(iii)	a) Qualified Team Leader		20
	10 years or more		15
	Less than 10 years		5
	b) Qualified Human Resource Specialist		30
	8 or more years		15
	5 to 7 tears		10
	Less than 5 years		5
Sub Total			50
(iv)	Cost of Proposal		10
Sub Total			10
TOTAL {Sum (i), (ii), (iii) and (iv)}			100