



BEAUMONT-CHERRY VALLEY WATER DISTRICT

Workforce and Succession Planning- Responses to Questions

1. On page 9 the government writes “Identify the primary project manager and client contacts assigned to work with the District.” Can the government clarify what they mean by Client Contacts Assigned?

Answer: Any additional staff members from the consulting agency assigned to the project are the client contacts assigned. For example, the primary project manager may lead a team, in which case the government seeks to understand who will be assigned to work on the project and in what capacity.

2. On page 9 the government writes “Provide a list of current client references in California. References should be public agencies similar to the District, particularly any Special Districts, and include the following information” Will the government accept references from Private sector clients for this contract?

Answer: The government prefers public sector references, but private sector references are not disqualifying.

3. Does the government have a desired timeline for the completion of the final report? What is the period of performance for this contract?

Answer: The government seeks to have this project completed as soon as possible, but also desires to understand a realistic timeline from the consultant’s perspective. In Section VIII F of the RFP, the government writes, “The consultant’s availability and ability to begin work within a reasonable timeframe” is one of the evaluation criteria. The proposal should outline a proposed schedule, which will be compared with other proposals to determine which schedule will best meet the government’s needs. Ideally, the successful consultant will be available to start work within 30 days or less of notice, and the majority or entirety of the study would be conducted within this calendar year.

4. On page 5 the government writes “Partner with the District’s Human Resources department to conduct career meetings with employees and develop career plans.” For pricing purposes can the government provide guidance on how many meetings we can anticipate? Should we assume one meeting for each employee? Please clarify the objectives of the meetings including: the goals of the meeting, structure, and how the meetings will be initiated?

Answer: The number of meetings may differ based on the consultant’s proposed approach. For example, the consultant could provide notes and guidance to the District’s Human Resources department, and HR would conduct the meetings, or the consultant could participate actively in the meetings. Please assume for the purposes of pricing that every employee would participate in career meetings.

5. Can the work on this contract be performed remotely?

Answer: Yes, the work on this contract could be performed remotely.

6. How is employee information (resumes, job descriptions, performance reviews, hiring records, etc.) stored? Paper or electronic?

Answer: Employee information is stored electronically.