



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

## ADDENDUM # 2

To: File 1901-918-65-4876

QQ/RFP for: Human Resources Management Consulting Services

The following questions are asked:

**Question 1:** Are the two licenses mentioned in 15.1 and 15.2 required licenses for this specified work?

**Answer 1:** The City of San Antonio and State of Texas license several types of contractors; if no licensing is required for your company simply answer "N/A" on the Profile of Firm Form.

**Question 2:** In Attachment A: Scope of Work, the two bulleted activities listed start with "Implementation of ...." Could you please provide some more specific activities that SAHA might be expecting of the contractor related to these two general tasks?

**Answer 2:** These are planned implementations for the Department. We are looking to the Contractor to let us know how they expect to support these tasks.

**Question 3:** Has the new HR Organizational structure been identified and agreed by HASA management leadership or would the assessment and recommendation of a new Organ structure be part of the scope of this engagement?

**Answer 3:** The new HR Organizational structure has been identified and agreed to by SAHA leadership.

**Question 4:** Who are the HR Business Partners and how many persons?

**Answer 4:** There are three proposed HR Business Partners and an offer has been submitted to one individual to fulfill one of the positions.

**Question 5:** Has the IT platform and systems been identified and selected?

**Answer 5:** Yes.

**Question 6:** Do you anticipate the consultant working full-time during the 4-month project? If so, how many hours per week and how many days onsite?

**Answer 6:** We would not expect full time (40 hours a week) to be worked by the Consultant for the entire 4-month process. We are seeking proposals from Consultants regarding their thoughts on how much time they feel they need to be on site or in some types of conversations with the Director of Human Resources during the 4-month process.



**Question 7: It appears that given your cap of \$20,000 for the entire project which also includes travel, is your intention to work with a *local* San Antonio firm? Is the cap for the project \$20,000?**

**Answer 7: The Contractor does not necessarily need to be a local San Antonio firm. We are open to Google Collaboration and/or Skype conferences with the Director of Human Resources. The cap for the project is \$20,000.**

**Question 8: Can this Quick Quote be confined to consulting and recommendations for management restructuring, and defined as "Phase I" of the actual organizational implementation process, and be based upon research to be conducted by the Proposer? This service would be completed within 4 months and capped at a cost of \$20,000? (The actual reorganizational implementation would, therefore, not fall under this service, but the presentation of a framework to achieve that objective would)**

**Answer 8: This Quick Quote is not for the purpose of recommending management restructuring or organizational restructuring of the Human Resources Department. The project is expected to be completed within 4-months and capped at a cost not to exceed \$20,000.**

**Question 9: Can you provide an organizational chart that needs to be restructured?**

**Answer 9: The organizational chart for Human Resources is not being restructured.**

**Question 10: How many Job Descriptions are in need of review for the purpose of this bid?**

**Answer 10: None.**

By: Shayne Everett-Endres  
Shayne Everett-Endres, Purchasing Agent

Date: January 29, 2019