



**CITY OF ALBUQUERQUE**  
Albuquerque, New Mexico  
Office of the Mayor

EC-19-533

Mayor Timothy M. Keller

**INTER-OFFICE MEMORANDUM**

November 15, 2019

**TO:** Klarissa J. Peña, President, City Council

**FROM:** Timothy M. Keller

**SUBJECT:** Mayor's Recommendation of Award (ROA) for RFP No. 2020000002 "Internal Sexual Harassment/Harassment Prevention Training"

The City of Albuquerque's Human Resources Department, in conjunction with the Department of Finance, Purchasing Division, issued the RFP for Internal Sexual Harassment/Harassment Prevention Training.

The RFP was posted on the Purchasing E-Procurement, Sicomm.net website on September 9, 2019 and advertised in the Albuquerque Journal on September 8, 2019.

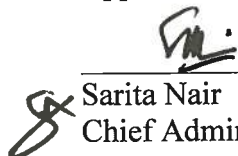
The City received two (2) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposals, Southwestern HR Consulting Inc., earned the highest score of 753 points. The ad hoc committee found Southwestern HR Consulting Inc. to be both responsive and qualified and recommends an award to Southwestern HR Consulting Inc.

I concur with this recommendation.

The City of Albuquerque's Human Resources Department will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. 2020000002 "Internal Sexual Harassment/Harassment Prevention Training"

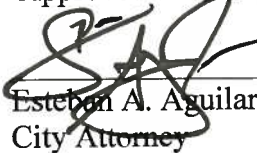
Approved:

  
\_\_\_\_\_  
Sarita Nair  
Chief Administrative Officer

12/5/19

Date

Approved as to Legal Form:

  
\_\_\_\_\_  
Esteban A. Aguilar, Jr.  
City Attorney

11-25-19

Date



Recommended:

  
\_\_\_\_\_  
Mary Scott,  
Director of Human Resources Department

11/21/19

Date

## Cover Analysis

### 1. What is it?

**Mayor's Recommendation of Award (ROA) for RFP No. 202000002: Internal Sexual Harassment/Harassment Prevention Training.**

### 2. What will this piece of legislation do?

This will approve the RFP committee recommendation of award of contract to Southwestern HR Consulting.

### 3. Why is this project needed?

This training will provide City employees education on City policies and the law on preventing sexual harassment, harassment, and reporting situations or concerns in the workplace. The training will assist to maintain a respectful, safe, and comfortable environment includes promoting a workplace that is free of sexual harassment, a culture of inclusiveness, accountability, and non-retaliation for reporting concerns.

### 4. How much will it cost and what is the funding source?

This contract will be funded out of Fund 110, General Fund. The Human Resources Department will be utilizing the existing budget for this service, it will have no overall impact above the current appropriation of the General Fund.

### 5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

There is no revenue source associated with this contract.

**FISCAL IMPACT ANALYSIS**

TITLE: Mayor's Recommendation of Award (ROA) for RFP No. 202000002: Internal Sexual Harassment/Harassment Prevention Training

R: O:  
 FUND: 110  
 DEPT: 4749000

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2020	Fiscal Years 2021	2022	Total
Base Salary/Wages				-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses				-
Property	-	-	-	-
Indirect Costs	-	-	-	-
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<input type="checkbox"/> Estimated revenues not affected				
<input checked="" type="checkbox"/> Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

These estimates do not include any adjustment for inflation.

\* Range if not easily quantifiable.

Number of Positions created

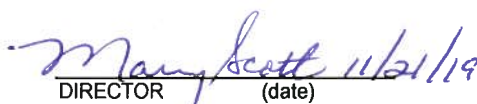
**COMMENTS: The Human Resources Department is funded for this contract in FY/20.**

**COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:**

PREPARED BY:


  
 FISCAL ANALYST


APPROVED:

  
 DIRECTOR (date) 11/21/19

REVIEWED BY:

  
 EXECUTIVE BUDGET ANALYST

  
 BUDGET OFFICER (date) 11/27/19

  
 CITY ECONOMIST



**City of Albuquerque**  
Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

October 23, 2019

**TO:** Sarita Nair, Chief Administrative Officer

**FROM:** *for* Mary Scott, Director of Human Resources

**SUBJECT:** Recommendation of Award: RFP No. 2020000002, "Internal Sexual Harassment/Harassment Prevention Training"

The City of Albuquerque Human Resources Department, in conjunction with the Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation. The solicitation was posted on the purchasing website and advertised in the Albuquerque Journal. Two responses were received for evaluation.

The ad hoc evaluation committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends an award of contract to Southwestern HR Consulting, Inc. I concur with this recommendation. Listed below are the composite scores for the two responses received:

Southwestern HR	753
Employers Choice	626

The City of Albuquerque's Human Resources Department will manage this contract.

Approved:

*S.N.* \_\_\_\_\_ *10/31/19*  
Sarita Nair (Date)  
Chief Administrative Officer

Attachment: Score Sheet  
Campaign Reports

Original: Purchasing file P2020000002

**AD HOC COMMITTEE RESULTS**  
**RFP P202000002**  
**Internal Sexual Harassment/Harassment Prevention Training**

	<b>Offeror</b>	<b>Southwestern HR</b>	<b>Employers Choice</b>
<b>Ad Hoc Committee</b>			
<b>Evaluator 1</b>		<b>752</b>	<b>682</b>
<b>Evaluator 2</b>		<b>792</b>	<b>578</b>
<b>Evaluator 3</b>		<b>715</b>	<b>618</b>
<b>TOTAL</b>		<b>2259</b>	<b>1878</b>

<b>*Rank</b>	<b>Proposal evaluation</b>
<b>Southwestern HR</b>	<b>753</b>
<b>Employers Choice</b>	<b>626</b>

\* Rank is calculated by total points scored from all evaluators and dividing by number of evaluators in the committee.

# Campaign Contributors Report

Wednesday, October 23, 2019

Page 1 of ?

For the period of Oct 23, 2017 to Oct 23, 2019

Prompt Values Entered: NOTHING SELECTED, Southwestern

No Records Found

This report was created with the most current campaign contribution data provided by the City Clerk's Office (and the Information Systems Division) last updated on Oct 18, 2019

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# Campaign Contributors Report

Wednesday, October 23, 2019

Page 1 of ?

For the period of Oct 23, 2017 to Oct 23, 2019

Prompt Values Entered: NOTHING SELECTED, Employer's Choice

No Records Found

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