



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

Request for Statement of Interest and Qualifications Human Resources Consulting Services Submit no later than 12:00 p.m. Noon CDT, August 8, 2022

The Barton Springs/Edwards Aquifer Conservation District (District) is soliciting statements of interest and qualifications for assisting the District with human resources consulting services. Such services are to include, for example, an audit of in-house ability to provide best HR management practices and other needs as they arise on an on-demand basis. The intent of this solicitation is to enter a master services agreement/contract for either a particular task at a certain price or on-demand services where work will be performed per a task order that will be compensated on a time-and-materials basis. Each task order will define a “not to exceed” cost of \$4,900.00 for that task order service at an hourly rate that is billed as necessary by the vendor.

Interested parties are asked to submit a brief statement of interest, qualifications, and experience (SOQs), not to exceed ten pages, to the District by 12:00 p.m. Noon CDT, August 8, 2022. The SOQs should include a description of relevant project-based experience conducted by the offeror; specification of the individual(s) who will most likely be performing the work and a paragraph summary for each that summarizes individual qualifications and experience; and any other information that the offeror deems relevant to coordinating this review.

Generally, the District intends to follow the Texas Professional Services Procurement Act and District Purchasing Policy in soliciting, evaluating, and negotiating the services, without regard to whether these particular services are subject to that Act and Policy. On the basis of the information provided by the offerors under this solicitation, the District will evaluate and develop a short list of candidates; conduct interviews as necessary; determine the order of the best qualified offerors for the District for this particular work; and then will negotiate mutually acceptable terms for the proposed contract with the best qualified offer, or if necessary, the next best qualified offeror. The District will contract with the successful offering individual, group, or company for work to be completed no later than August 31, 2023 on either a fixed-price basis, a time and materials basis, or an on-demand hourly rate whichever is more favorable to the District. While the cost of the prospective work will be negotiated following contractor selection, the District has budgeted up to \$4,900.00 for these services.

The District intends to complete negotiations with its selected contractor and award the contract on or by August 15, 2022.

The SOQs can be sent to:

Barton Springs/Edwards Aquifer Conservation District
Attn: SOQ Solicitation
1124 Regal Row
Austin, TX 78748

Or digitally to: bseacd@bseacd.org (Subject: Human Resources Consulting Services SOQ)

Any questions about this solicitation should be submitted in writing and digitally to bseacd@bseacd.org. The District in its sole discretion may choose to respond only to the questioning entity or to post such questions and response to be available to all potential offerors via the District website.