



**Richland County**  
**EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE**  
July 27, 2021 – 4:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

Bill Malinowski	Yvonne McBride	Jesica Mackey	Cheryl English	Chakisse Newton, Chair
District 1	District 3	District 9	District 10	District 11

- 1. **CALL TO ORDER** The Honorable Chakisse Newton
- 2. **ADOPTION OF AGENDA** The Honorable Chakisse Newton
- 3. **ITEMS FOR DISCUSSION**  
**County Administrator Evaluation: Review and Approval of Consultant [PAGE 2]**
- 4. **ADJOURNMENT**

Special Accommodations and Interpreter Services Citizens may be present during any of the County’s meetings. If requested, the agenda and backup materials will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), as amended and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the Clerk of Council’s office either in person at 2020 Hampton Street, Columbia, SC, by telephone at (803) 576-2068, or TDD at 803-576-2045 no later than 24 hours prior to the scheduled meeting.

## **RICHLAND COUNTY FINANCE DEPARTMENT PROCUREMENT DIVISION**

2020 Hampton Street, Suite 3064  
Columbia, SC 29201  
803-576-2130



### Performance Evaluation Process- County Administrator

Richland County is seeking proposals from qualified HR consultants to evaluate, develop, and implement a performance appraisal instrument(s) for the Administrator, who reports to Richland County Council. It is the County's desire to initiate a 360° performance review. The consultant will guide the County through the process and will-

- prepare questions for use with the 360 review team members, as appropriate;
- review any documents relevant to employee self-evaluation, performance and report;
- will gather and analyze data from 360 reviews;
- meet with each member of County Council for feedback/listening sessions to understand goals of project, priorities and opinions;
- from above meetings, Consultant will recommend and implement a performance management process that Richland County may utilize to evaluate performance;
- meet with employee to discuss self-evaluation, report and goals for next fiscal year;
- may facilitate process and discussions with County Council and employee, as appropriate.

The County is expecting straightforward and concise "letter" type proposals, prepared simply and economically, in response to this request. The County does not desire elaborate proposal packages, promotional materials, or any other superfluous information.

Cost information should be contained in a separate attachment, and cost shall be all-inclusive to include all supplies, fees, expenses, travel, etc. necessary to carry out the scope of work. A rate schedule for any costs associated with tasks requested by the County, which are outside of the scope of work, should be included as well.

During the period between publication of the solicitation and award, *you must not communicate, directly or indirectly, with the using department, its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Manager.*

By responding to this solicitation, it is understood that each Offeror shall comply with all applicable federal, state and local laws and shall meet all requirements imposed upon this service industry by regulatory agencies.

A duly appointed Evaluation Team (Team) will conduct Proposal evaluations; the County will assign the Team. Other agencies and consultants at the discretion of the County also may examine documents. The evaluation process is to determine which Proposal is most advantageous to the County taking into consideration evaluation factors set forth in the solicitation. The County will further take into consideration soundness, flexibility, functional capability, quality of performance, service, and time specified for performance of the work; ability to provide support, overall cost and any other factors that may impact the project. The County reserves the right to reject all Proposals or accept such Proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the Proposal. Evaluations will be based on:

- Proposers ability to address the requirements herein
- Qualifications of the proposer
- Previous experience
- Cost

The County's General Terms and Conditions are located at: <http://www.richlandcountysc.gov/Portals/0/General%20Conditions.pdf>