

REQUEST FOR PROPOSAL OUTSOURCED HUMAN RESOURCES SERVICES

January 13, 2017

RE: Request for Proposal – Human Resources Outsourcing

Brunswick-Glynn County Joint Water and Sewer Commission, formed in 2008, is the public water and sewer utility provider of Brunswick and Glynn County Georgia. Since the inception of the BGJWSC, Teamwork Services Inc., a local Professional Employer Organization (PEO) has been the sole provider of Human Resources Services. This arrangement has been successful and allowed the BGJWSC to focus on its core business while utilizing TSI's integrated services to manage the HR responsibilities of a growing organization.

In an effort to maintain and enhance the overall HR function, maintain current spending and create efficiencies where possible Brunswick-Glynn County Joint Water and Sewer Commission is performing an evaluation of outsourcing options for all of its Human Resources services. Your organization has been identified as one that may be able to provide the services necessary to externally administer all or part of our current Human Resources operation. Brunswick-Glynn County Joint Water and Sewer Commission would greatly appreciate it if you would consider responding with a proposal by Tuesday, February 14, 2017.

BGIWSC currently employs 147 full time employees and 1 contract employee. To assist you in understanding the scope of HR needs, I have enclosed a summary of Human Resources' Major Tasks, Duties and Responsibilities as Exhibit A. In preparing your response, we note any additional benefits you might provide under each major category heading and make note of any areas where there are no services of this nature provide by your organization.

If you have any questions, require additional information, or would like to meet to discuss the current operation of Brunswick-Glynn County Joint Water and Sewer Commission Human Resources please let me know.

Sincerely,

Pamela Drury-Crosby

Director of Procurement

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M Woodhall



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