



**PATRICIA C. BATES**  
SUPERVISOR, FIFTH DISTRICT

ORANGE COUNTY HALL OF ADMINISTRATION  
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**To:** Members of the Board of Supervisors  
**From:** Patricia Bates, Supervisor, 5<sup>th</sup> District  
**Subject:** Revision to Agenda Item #57

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BOARD OF SUPERVISORS  
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The title of Agenda Item #57 is being revised to read:

**Supervisor Nelson and Supervisor Bates - Response to 8/9/11 Board Directive – Approve Scope or Work for Request for Proposals for Outside Contract Negotiator for 2012 labor negotiations - All Districts**

Attached is the *Scope of Work* for your review.



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DISTRICT 5

AUG 18 2011

***Human Resources Department***

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**Memorandum**

August 18, 2011

**To:** Chairman Bill Campbell, Board of Supervisors, 3<sup>rd</sup> District  
Members, Board of Supervisors

**From:** Carl H. Crown, Human Resources Director

A handwritten signature in black ink that reads "CH Crown".

**Subject:** Request for Proposal - Labor Negotiating Services

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Pursuant to the Human Resources Department Audit Subcommittee's request for review and comment (Agenda Item #57), please find the draft *Scope of Work* attached.

cc: Thomas G. Mauk, County Executive Officer

## ATTACHMENT A

### Scope of Work

#### Background

The County of Orange is a public sector governmental entity, a Charter County, governed by a five member Board of Supervisors, composed of 24 departments and agencies with over 17,000 employees represented by seven labor organizations in 14 bargaining units. The County's core businesses are public safety, public health, environmental protection, regional planning, social services and aviation.

Under the direction of the Board of Supervisors, the County of Orange is seeking an experienced professional contractor to act as the Lead Negotiator with labor unions for contract negotiations and other meet and confer issues, which will include the following:

#### Contract Term

- Negotiate 2012 contract renewals with one or more County Bargaining Unit, through successful final agreement.
- Negotiate 2011 Re-openers through successful agreement.

#### Negotiation Planning Activities

- Contractor shall become knowledgeable about the County's labor agreements and related practices and policies, and the County's past negotiations history, including any relevant files and documents necessary in preparation for contract negotiations
- Contractor shall lead and facilitate discussions among Senior Officials of the County, such as Department Heads and other County management, regarding goals, strategic and financial objectives, priorities and general information regarding negotiations

#### Negotiation Strategy Activities

- Contractor shall participate with the Board of Supervisors, CEO and HR Director on the development of potential County negotiation proposals and in the Board's final determination of negotiation parameters.
- Contractor shall develop and recommend negotiation strategies to the Board of Supervisors.

#### Contract Negotiation Activities

- Contractor shall act as the County's Lead Negotiator in contract negotiations, impasse resolution process, if necessary, and in final adoption of agreements by the Board of Supervisors.
- Contractor shall evaluate and analyze negotiations proposals received from labor organizations. Advise and make recommendations to the Board of Supervisors on how to proceed during negotiations. Receive and follow directions from the Board of Supervisors on how to proceed.
- Contractor shall maintain communication with and provide updates regularly to the Board of Supervisors on the status of negotiations, prior to and after each negotiation session, and throughout

the process as developments occur which may impact the outcomes or direction of contract negotiations.

- Contractor shall assist in the preparation of any and all documents, staff reports, exhibits, presentations, charts or spreadsheets necessary to convey information to the Board of Supervisors, and/or in preparation for final adoption of agreements by the Board of Supervisors.
- Contractor shall prepare written summaries or status reports as requested by the Board of Supervisors, and maintain complete and accurate documentation of the negotiations process, with assistance from County staff as needed.
- Contractor shall work with the County Counsel, providing any requested information pertaining to the negotiations process.

### Post Negotiation Activities

- Contractor shall be present and speak at public meetings when labor contracts are agendized for adoption by the Board of Supervisors

### Other Services to be provided as needed

- Contractor shall advise and consult on best practices and trends in labor negotiations, both in the public and private sectors.
- Contractor shall be available to provide ongoing support as needed on such matters as contract interpretation and strategies for implementing and administering terms of the negotiated labor agreements.
- Contractor shall provide other advisory services as requested by the County for which the contractor has the technical capability to render.

Throughout the term of this contract, the Contractor will work closely with the County Board of Supervisors and County Executive Officer to successfully achieve its objectives.