

REQUEST FOR PROPOSALS (RFP)

Labor Negotiation and Labor Relations Services

Issuing Entity: County of Indiana, Pennsylvania

RFP Title: Labor Negotiation and Labor Relations Services

Issue Date: 5/1/2026

Proposal Due Date: 5/31/2026

1. INTRODUCTION

The County of Indiana ("County") is seeking proposals from qualified firms or individuals to provide comprehensive labor negotiation and labor relations services. The selected proposer will serve as the County's primary labor negotiator and advisor, representing the County's interests in collective bargaining, labor strategy, dispute resolution, and compliance with applicable laws.

The County maintains a complex workforce structure consisting of several collective bargaining units across multiple departments and functions.

2. SCOPE OF SERVICES

The selected proposer shall provide, at a minimum, the following services:

A. Collective Bargaining

- Serve as lead negotiator in all collective bargaining sessions
- Negotiate wages, benefits, working conditions, and contract terms
- Develop negotiation strategies aligned with County objectives

B. Labor Relations Advisory Services

- Provide ongoing advice on labor-related matters
- Interpret collective bargaining agreements (CBAs)
- Assist with policy development and labor strategy

C. Legal Compliance

- Ensure compliance with all applicable federal and Pennsylvania labor laws, including but not limited to:

- Act 195 (Public Employee Relations Act)
- Act 111 (Police and Fire Arbitration)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act (FMLA)
- Equal Employment Opportunity laws

D. Dispute Resolution

- Represent the County in grievance proceedings, mediations, and arbitrations
- Prepare cases and advocate on behalf of the County

E. Relationship Management

- Maintain professional working relationships with union representatives
- Assist in minimizing disputes and avoiding work stoppages
- Draft of a Proposed Contract

F. Contract Analysis and Strategy

- Review and analyze existing CBAs
- Provide recommendations for revisions and improvements
- Analyze economic trends and labor market data

G. Training (Optional but Preferred)

- Provide training to County leadership on labor relations and contract administration

3. COUNTY WORKFORCE ENVIRONMENT

The County's bargaining units include a diverse range of departments and operational areas, including but not limited to:

- County jail employees
- County nursing home personnel
- Sheriff Deputies
- Detectives (Act 111)
- Court-related employees
- Court Appointed (Probation and clerical staff)
- Commissioner's Residual and Non-professional units

Proposers must demonstrate the ability to manage labor relations across multiple bargaining units simultaneously, including both Act 111 and Act 195 environments.

4. REQUIRED QUALIFICATIONS

Proposers must meet the following minimum qualifications:

- Demonstrated experience representing Pennsylvania county governments or similarly complex public-sector entities
- Extensive knowledge of Pennsylvania public sector labor law, including Act 111 and Act 195
- Proven experience in collective bargaining and arbitration
- Experience managing multiple bargaining units simultaneously
- Familiarity with county government operations, including courts, corrections, and healthcare facilities

Preference will be given to firms with experience representing counties operating nursing homes and correctional institutions.

5. PROPOSAL REQUIREMENTS

Proposals must include the following:

A. Firm/Individual Overview

- Name, address, and contact information
- Description of firm or individual qualifications

B. Relevant Experience

- Description of experience with Pennsylvania counties or similar entities
- Examples of recent collective bargaining negotiations and arbitration cases

C. Proposed Approach

- Description of approach to negotiations and labor relations
- Strategy for managing multiple bargaining units

D. Personnel

- Identification of key personnel who will provide services
- Resumes and relevant experience

E. Fee Structure

Provide a clear and detailed fee proposal, including:

- Hourly rates (by role)
- Retainer options (if applicable)
- Any alternative pricing structures

F. References

- At least three references from public-sector clients, preferably counties
-

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience with Pennsylvania public sector labor law (30%)
 - Negotiation and arbitration experience (25%)
 - Proposed approach and understanding of County needs (20%)
 - Cost (15%)
 - References (10%)
-

7. SUBMISSION INSTRUCTIONS

Proposals must be submitted no later than:

5/31/2026

Submit proposals to:

Melissa Miller, Human Resource Director/Assistant Chief Clerk
County of Indiana
mmiller@indianacountypa.gov

Late submissions will not be accepted.

8. GENERAL CONDITIONS

- The County reserves the right to reject any or all proposals
- The County reserves the right to request additional information or interviews

- The selected proposer will be required to enter into a formal agreement subject to approval by the Indiana County Commissioners
-

9. AWARD

Award of contract will be made by the Indiana County Commissioners following evaluation of proposals and selection of the proposer deemed most qualified and in the best interest of the County.

END OF RFP