

## **REQUEST FOR PROPOSAL (RFP)**

### **SUMMARY**

Stand Up Placer, Inc. (SUP) is soliciting responses from qualified and experienced individuals/firms to serve as Human Resources Consultant (HR Consultant) for the purpose of assessing and advising SUP Executive Director in human resources matters for a six-month engagement.

### **INTRODUCTION**

Stand Up Placer, Inc. is a private nonprofit 501(c)(3) community-based organization that provides comprehensive services to Placer County survivors of domestic violence, sexual assault, and human trafficking and their non-offending family members. Our mission is saving lives by empowering survivors and educating communities to stand up to domestic violence, sexual assault, and human trafficking.

### **PURPOSE**

It is the purpose of this Request for Proposal (RFP) to solicit proposals from qualified and experienced individuals/firms primarily to assess, make recommendations, and assist SUP Executive Director in the area of evaluating and providing advice concerning HR related topics.

### **SCHEDULE OF EVENTS**

<u>Event</u>	<u>Date</u>
Issue Request for Proposals	August 20, 2021
Proposals Due	August 25, 2021
Award Date	August 31, 2021
Commencement of Performance	September 1, 2021
Progress Reports/Invoice	September 30, 2021 and monthly thereafter
Completion	February 28, 2022

### **INDIVIDUAL/FIRM QUALIFICATIONS**

Selection of the most suitable individual/firm and proposal is essential; therefore, proposals will only be accepted from individuals/firms that demonstrate the following qualifications:

Must have been engaged in the business of Human Resources for at least 3 years.

Must demonstrate knowledge of employment-related practices and regulations for companies with more than 50 employees.

Must possess SHRM or HRCI certification.

#### SCOPE OF SERVICES

- Oversee talent acquisition, career development, succession planning, retention, training, performance management, and leadership development agency wide.
- Evaluate current state of employee relations, health and safety. Make recommendations to Executive Director.
- Evaluate compensation and benefits for all levels of the organization. Research industry standards. Develop and implement a comprehensive compensation strategy that is competitive and cost-effective. Make recommendations to Executive Director and Board of Directors.
- Ensure compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Recruit permanent Stand Up Placer HR Leadership.

#### CONTENT OF RESPONSE

Individual/Firm responses must include the following information and should present this information in the same order as appears below:

1. General individual/firm information and principal contact.
2. A brief description of work history and previous experience as HR Consultant
3. Three (3) references, with telephone and email contact information, that have used individual's/firm's services for similar projects.
4. Detailed summary of how the individual/firm charges fees for the services described in this RFP, including specific hourly rates and/or alternative proposed fees or fee structures.
5. Copies of business licenses, professional certifications, or other credentials.

6. Summary of the individual/firm's experience in serving as HR Consultant in the State of California for the past three (3) years.

## SUBMISSION REQUIREMENTS

### RFP Format

Please submit document on business letterhead.

### Information Due

All applicants must turn in a completed RFP by August 25, 2021, at 3:00pm PST via email to [hr@standupplacer.org](mailto:hr@standupplacer.org).

### Questions Regarding RFP

All inquiries concerning this RFP should be submitted to [hr@standupplacer.org](mailto:hr@standupplacer.org) using the subject line "Stand Up Placer HR Consultant RFP Inquiry."

### Deadline for Submitting Questions Concerning RFP

All questions must be submitted no later than August 25, 2021, at 3:00pm PST

## EVALUATION OF RESPONSES

- The factors used when evaluating proposals include, but are not limited to:
- Responsiveness to Request for Proposal specifications
- Bidder's understanding of the stated problems or needs.
- Reasonableness and feasibility of the bidders proposed approach to addressing the problem or need
- The bidder's organizational, financial solvency, resources, and experience,
- Project cost
- Qualifications of individual/firm
- References
- Demonstrated capability of performing the type of work requested



