

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.

Questions Regarding RFP

All inquiries concerning this RFP should be submitted to 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



