

## REQUEST FOR PROPOSAL

### Human Resources Consultant Services

Plaza de la Raza Child Development Services, Inc. (Plaza) operates a Head Start and Early Head Start program, serving children 0-5 years of age.

Plaza is seeking proposals from qualified Human Resources (HR) Consultants to assist in developing Standard Operating Procedures (SOPs) and conducting a comprehensive assessment of its HR department's structure. The goal is to enhance operational efficiency and align HR practices with industry best standards.

#### **Scope of Work/Services to be provided include:**

##### **Scope Overview**

- Development of Standard Operating Procedures (SOPs): Create detailed SOPs for key HR functions including recruitment and hiring, benefit administration, onboarding, performance management, employee relations, compliant management, and compliance.
- Assessment of HR Department Structure: Evaluate the current structure, roles, and responsibilities within the HR department to identify gaps, redundancies, and areas for improvement.
- Recommendations: Provide actionable recommendations for enhancing the efficiency and effectiveness of the HR department.

##### **Requirements and Specifications**

- Human Resources Related Certifications
- Knowledge of and previous experience working with Unions
- Verification of Liability Insurance

##### **Proposal Should Include:**

- Consultant Qualifications: Relevant experience and credentials. Examples of previous work related to SOP development and HR assessments.
- Approach and Methodology: Detailed approach to completing the scope of work. Estimated timeline for each phase of the project.
- Cost Proposal: Breakdown of fees, including any additional costs
- References: Contact information for at least three (3) references previously served clients

##### **Evaluation Criteria**

Plaza reserves the right to reject any or all proposals received, or to negotiate terms and conditions with the selected vendor in the best interest of the organization. The evaluation criteria will include, but are not limited to, the bidder that meets the terms of the invitation and is most advantageous to the organization based on demonstrated expertise in HR Consulting and SOP development, suitability and thoroughness of the proposed approach, cost-effectiveness of the proposal and feedback from previous clients.

**Please submit your Bid/Proposal via email to:**  
Attention: Jennifer Sims, Executive Assistant [jsims@pdlr.org](mailto:jsims@pdlr.org)  
**Deadline: October 9, 2024**