



*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Notice: Request for Proposals  
For  
**HUMAN RESOURCES CONSULTANT SERVICES**

**Publication of Proposal  
June 22, 2011**

**Submission of Proposal Deadline  
July 22, 2011**

*workforce*CONNECTIONS is an  
Equal Opportunity Employer/Program  
Auxiliary aids & services available upon request for individuals with disabilities  
from *workforce*CONNECTIONS

**Table of Contents**

**SUMMARY.....3**

**I. INTRODUCTION .....3**

**II. INSTRUCTIONS FOR SUBMITTING PROPOSALS.....3 & 4**

**III. PROPOSAL SCOPE OF SPECIFICAIONS & REQUIREMENTS.....4 & 5**

**IV. PROPOSAL REVIEW & EVALUATION.....5**

**V. AWARD OF CONTRACT.....5 & 6**

**VI. PROPOSAL COVER PAGE INSTRUCTIONS.....6**

**VII. PROPOSAL COVER PAGE.....7**

**VIII. AFFIRMATION.....8**



**workforceCONNECTIONS**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**HUMAN RESOURCE CONSULTANT SERVICES**

**SUMMARY**

*workforceCONNECTIONS* (wC) has been designated by the Governor of the State of Nevada as Southern Nevada's workforce investment board whose primary responsibility is to provide administrative oversight of funds awarded to wC under the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act (ARRA). One of the primary uses of these funds is to provide employment and training services to unemployed and under-employed individuals who reside in the Southern Nevada Workforce Investment Area (SNWIA) which encompasses the cities of Las Vegas, North Las Vegas, Henderson, Boulder City, and the counties of Clark, Nye, Lincoln and Esmeralda.

wC has recently experienced a significant growth in their staff and subsequently has determined the need for assistance in the area of human resources. The intent of this solicitation is to obtain a Consultant with the experience and expertise to assist in the planning, organizing, managing and directing wC's Human Resources functions and operations.

**I. INTRODUCTION**

wC desires to retain a consultant to provide general human resources support to the wC management staff. Responses must be in accordance with the guidelines as specified in this Request for Proposals. Services may include, but not limited to, recruiting/staffing, employee orientation, employee relations, performance management, salary administration, oversight of the exit of employees, analysis of exit interviews, compliance with federal, state, local laws and statutes, regulations and policies related to employment, and compliance with internal policies and procedures.

*workforceCONNECTIONS* (wC) reserves the right to cancel all or part of this Request for Proposals (RFP) at any time without prior notice. This RFP does not commit wC to accept any proposals submitted, nor is wC responsible for any costs incurred in the preparation of responses to this RFP. wC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of wC. wC reserves the right to cancel, delay, amend, or reissue the RFP at any time.

**II. INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**A. Format**

Completed proposals shall consist of typewritten pages utilizing 12" font typing. There is no limit to the number of pages.

**B. Signatures and Date**

Signature of an individual authorized to represent the respondent shall sign and date proposal cover sheet. The signatory agent's name must be printed; enter the signatory agent's title, and the name of the organization.

**C. Failure to Comply and Required Documents**

Failure to address all elements within this Request for Proposal, omission of signatures or the following of instructions provided in the Request for Proposal shall result in the application not being accepted for consideration.

**D. Ex Parte Communication**

*workforce*CONNECTIONS discourages exparte communication with any Board member and/or staff member after the deadline for the publication and receipt of proposals. No board member and/or staff member shall initiate or accept oral communication regarding any proposal under consideration. Any written communication to *workforce*CONNECTIONS members and/or staff from potential contractors will be distributed to the Executive Director for review and possible reprimands. Respondents who attempt to improperly influence the proposal review and evaluation process in any way shall be disqualified.

**III. PROPOSAL SCOPE OF SPECIFICATIONS and REQUIREMENTS**

**A. Scope of Specifications**

Respondents must provide a proposal that indicates a general description of the techniques, approaches and methods to be used to satisfy the following Scope of the requirements and specifications in the following areas:

- Conducting of a Human Resource audit
- Compensation/Benefits Study: Review current and historical overall compensation programs/philosophies and complete compensation study update based on current market data.
- Job Descriptions: Review existing job descriptions and revise as needed. Develop new job descriptions, if necessary conduct analysis study for each specified job as it relates to specific skills.
- Recruiting, Selection and Orientation Design and Delivery: Design recruiting, selection and orientation programs. Provide support to managers in implementing such programs.
- Operational Policies and Procedures: Review of existing human resources infrastructure; provide recommendations and strategies for development of revised and/or new processes, programs and practices on Human Resources matters.
- Performance Management Practices: Develop performance appraisal process and train managers on goal setting, leadership and communication as they relate to *workforce*CONNECTIONS' values.
- Managers Training: (1) Determine appropriate training and provide administrative support to deliver such training; (2) Recommend, facilitate and/or provide training classes.
- Ongoing Human Resources Support: Human Resources support for administration of policies and procedures and to support managers. It is *workforce*CONNECTIONS desire that a primary consultant be identified to coordinate this work plan and that the identified consultant works with *workforce*CONNECTIONS on an as needed, routine basis. The schedule will vary based on assignments and workload.
- Development of an Employee handbook.
- Identifying areas for improvement of Employee Relations
- Identifying local workforce growth, market trends, and its correlation to wC's human resources needs.

**B. Submission Requirements**

To be considered responsive, a proposal must contain the following, referenced by number and in the following order:

1. A brief description of the respondent's work history and previous experience as a Human Resource Consultant.
2. Copies of business licenses, professional certifications or other credentials, together with evidence that respondent, if a corporation is in good standing and qualified to conduct business in Nevada.
3. A description of similar projects completed by the respondent within the past five 5 years.
4. References with contact information from organizations that have used respondent's services for similar projects/installations within the last 12-18 months.
5. A detailed cost proposal, including hourly rates, any travel costs and other expenses.

- C. Please note, proposals may not be sent via e-mail or facsimile. Provide one (1) original, **unbound response** and **two (2) stapled or bound copies** of the proposal's response, **in a sealed package to the following address:**

*workforce*CONNECTIONS  
7251 W. Lake Mead Blvd. Suite 200  
Las Vegas, Nevada 89128  
Phone: (702) 638-8750  
Fax #: (702) 638-8774  
E-mail address: [nvworkforceconnections.org](mailto:cdiaz@nvworkforceconnections.org).  
**Attention: David Jefferson, Chief Operating Officer**

- D. Please submit all questions regarding this RFP to Celia Diaz at the following e-mail address: [cdiaz@nvworkforceconnections.org](mailto:cdiaz@nvworkforceconnections.org).

#### **IV. PROPOSAL REVIEW AND EVALUATION**

Proposals shall be reviewed and evaluated by *workforce*CONNECTIONS staff based on the following criteria:

- a. Management and personnel qualifications
- b. Application to delivery of services
- c. Relevant experience of firm
- d. Price for the Scope of Services requested
- e. The value of any cost-saving option presented, to the extent the options are acceptable to *workforce*CONNECTIONS at its sole discretion

Other factor that may be determined by *workforce*CONNECTIONS to be necessary or appropriate at its discretion.

#### **V. AWARD OF CONTRACT**

Each respondent submitting a proposal will be notified in writing or via e-mail of wC's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies;
- Results of negotiations between selected vendor and wC management fiscal staff;
- Continued availability of wC funds, and;
- Approval by wC Board.

## **VI. PROPOSAL COVER PAGE INSTRUCTIONS**

**The following organization/agency information must be completed on the Proposal Cover page:**

- a. **Name** - Provide the name of the organization/agency responding to this RFP.
- b. **Address** - Provide your agency or organization's main office address.
- c. **E-Mail Address** - Provide the e-mail address of agency submitting RFP.
- d. **Copy of Current Business License** – Provide copy of local business license
- e. **Federal Tax I.D. #** - Provide your current federal tax I.D. number.
- f. **Phone Number** - Provide phone number of agency and also phone number of contact person where wC can submit information regarding the proposal.
- g. **Fax Number**- Provide fax number of agency where wC can submit information regarding the proposal.
- h. **Contact**-Provide name and phone number of contact person regarding this RFP.
- i. **References** - at least two (2) current references and their contact information.

# PROPOSAL COVER PAGE

## 1. Organization/Agency Information: (Please Print all information on this page)

Name: \_\_\_\_\_

Agency's Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Copy of Current Business License: \_\_\_\_\_

Federal Tax I.D. #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact Person: \_\_\_\_\_

References: (1) \_\_\_\_\_

(2) \_\_\_\_\_

## 2. Type of Organization: (Check One)

Business, for profit

Private, nonprofit

Public Agency

Other \_\_\_\_\_

**AFFIRMATION:**

**I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization’s contract being terminated.**

**Signatory Name:** \_\_\_\_\_ **Title** \_\_\_\_\_  
(Print)

**Name of Organization:** \_\_\_\_\_  
(Print)

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Signature by authorized person(s) is required. Failure to sign this page will be cause for proposal not to be considered.**