



## **Request for Quotes: 2022-001**

### **Human Resources and Employee Relations Services**

The Indianapolis Private Industry Council, Inc. d/b/a EmployIndy is seeking proposals from qualified consultants to provide senior level consultative support for employee performance, personnel management, grievance issues, and overall employee relations.

#### **Background**

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 24 business, civic, education and non-profit community leaders, EmployIndy invests more than \$20 million in public, private and philanthropic funds for both youth and adults annually. EmployIndy is in Indianapolis, IN and currently has 75 employees.

Over the past two years, EmployIndy has experienced tremendous growth through the implementation of a revised organizational structure led by a third-party consultant. As part of this re-organization, EmployIndy strengthened its capacity to oversee all employee relations and human resources functions and sunset a long-standing organizational practice of utilizing a professional employer organization. This transition enabled EmployIndy to provide better control and oversight over onboarding and benefit processes, performance management, and employee engagement.

#### **Project Scope and Specifications**

EmployIndy seeks a qualified advisor to lead a variety of human resources projects and provide valuable human capital advice. These services will help EmployIndy implement employee-centered human resources practices and optimize recruitment, onboarding, and retention processes. Through an assessment of the current human resources team, we seek to ensure sufficient coordination and delivery of EmployIndy's various employee support and culture-building efforts. This consultant will also advise management on the creation and administration of plans and policies for human resources activities.

Specific to employee relations, EmployIndy seeks guidance on addressing employee grievance and appeal processes, as well as an unbiased third party to assist with facilitation of productive conversations among staff and teams, providing professional and productive recommendations when human resources issues arise.

Services are budgeted at \$35,000 and sought for a twelve-month period beginning April 1, 2022, with the option to extend a service agreement for one additional year. If



estimated project costs exceed this amount, please provide a detailed explanation for the need. This RFQ is not a contract and creates no legal rights for persons or entities submitting proposals.

### Project & Proposal Requirements

Please provide a complete written response to this RFQ which is double-spaced, does not exceed 10 single-sided pages, and includes all the following within the required page limit:

1. Company Overview
  - a. A brief company history and overview.
  - b. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation.
2. Project Execution Plan
  - a. The proposed methodology for achieving all the above-mentioned specifications.
  - b. A plan for implementing the proposed methodology.
  - c. A timeline for discovery, research, analysis, and deliverables.
3. Project Cost
  - a. A quote with specific project costs by line item or proposed activity.
  - b. A narrative explaining the estimated costs by line item or proposed activity.

The bidder is responsible for providing all information requested in this RFQ and failure to do so may result in disqualification of the proposal.

### Proposal Process & Procedures

All proposals should be delivered electronically to <https://employindy.org/contractopp> by 11:59 pm on **Tuesday, February 22, 2022**. Late submissions will not be considered.

Any questions should be submitted via <https://employindy.org/contractopp> no later than 11:59 p.m. on **Tuesday, February 15, 2022**. Answers to submitted questions will be made available on the EmployIndy website [www.employindy.org](http://www.employindy.org) by close of business on **Thursday, February 17, 2022**.