

Request for Quotes: #2022 – 001
Human Resources and Employee Relations Services
Questions and Answers

1. Given the need to optimize (not create) recruitment, onboarding, and retention processes, can you provide an overview of your current recruitment, onboarding, and retention process and what is working and/or what is not working?

Although we have processes in place, we need additional guidance and support with our overall Human Resources functionalities. The points listed below outlines the most recent SOPs created for recruitment, onboarding, and retention processes.

- a) Provided below is a link to our current recruiting and onboarding process flow.

[EI Hiring Process Flow 3.2021.pdf\(Review\)- Adobe Document Cloud](#)

- b) Provided below is a link to our current Success and Retention Plan. Our module within Paylocity tracks and monitors employee's performance.

[Success Plan](#)

To further support retention, EmployIndy offers professional development, training opportunities, tuition assistance, hybrid schedule and promote from within. We also have a competitive benefits package and additional employee perks. As a culture focused organization, we have increased our Diversity, Equity, and Inclusion efforts that we deem necessary in the growth of our organization.

In addition to the aforementioned points, our employee handbook, policies and grievance process should be reviewed and possibly revised.

2. How many hours per month does EmployIndy anticipate the Consultant providing services?
 - a) On average of 20 hours per month on an as needed basis. We would like the flexibility to use those as needed throughout the month.
3. Is the budget at all flexible? The current would result in only about 350 hours of service, over 12 months is 29 hours a month or 7 hours per week.
 - a) As a nonprofit organization, our budget is set through June of 2022. Our fiscal year starts July 1, 2022, where additional negotiations can proceed. The budget is not flexible although the allotted hours used in each week and/or month can be adjusted.