

## GREATER SOUTHEAST MANAGEMENT DISTRICT



### REQUEST FOR PROPOSALS: PROFESSIONAL SERVICES FOR HUMAN RESOURCES CONSULTING SERVICES

**ISSUE DATE:**

Monday, July 12, 2021

**DEADLINE:**

Friday, July 23, 2021  
3:00 PM (CST)

**PRE-PROPOSAL CONFERENCE:**

No pre-proposal conference will be held.

**AUTHORIZED CONTACT:**

Oletha Jacobs  
Interim Managing Director  
Email: [ojacobs@ostalmeda.com](mailto:ojacobs@ostalmeda.com)  
5445 Almeda Road, Suite 503  
Houston, TX 77004

**SUBMISSION UPLOAD LINK:**

<https://forms.gle/HRConsultingProposalUpload>  
Digital Submissions Only  
File Type: PDF (Max File Size 25MB)

#### I. PROJECT DESCRIPTION

The Greater Southeast Management District (the "District") is issuing this request for proposals ("RFP") seeking a **Human Resources Consultant** to complete the scope of work outlined below and advise the District on all aspects of its current HR practices while making recommendations for continuous improvement.

The selected consultant, team and/or firm will have demonstrated experience with all aspects of HR, including training and development, policy development, organizational development, and leadership expertise, as well as competency with labor and employment issues. Experience working with governmental agencies is preferred. The District encourages creative proposals that will add value for the District and the community it serves.

#### II. DISTRICT BACKGROUND AND EXISTING OPERATIONS

The Greater Southeast Management District (the "District") was created in 2001 by the 77<sup>th</sup> Texas Legislature pursuant to House Bill 3692 (the special "Act"). The City of Houston, Texas, consented to the creation of the District after the Act was passed. The District provides district-wide services to seven neighborhoods in Houston branded as "Houston Southeast," which includes: Historic Third Ward, Museum Park, Hermann Park, MacGregor, Texas Medical Center, OST/Palm Center, and Universities.

The Reinvestment Zone Number Seven, City of Houston, TX, (TIRZ #7) was created May 1997 by Houston City Council with annexations in December 1998 and March 2008. The Old Spanish Trail /Almeda Corridors Redevelopment Authority (the "Authority"), a local government corporation, was created in July 1998 by the Houston City Council to administer the TIRZ #7 Project Plan and Financing Plan. **The District operates under an Interlocal Agreement with the Authority and TIRZ#7 since June 2017, sharing key staff, management members, and services between the entities.**

#### III. TIMELINE & PERFORMANCE

Preferred consultant will be able to perform services within **90-days** or (comparable schedule) of contract acceptance and has the capacity to perform tasks using a hybrid model (virtual and/or in person), if necessary.

## IV. SCOPE OF SERVICES

- Task 1 Staff and Organizational Structure Assessment**  
Assess the effectiveness of the current organizational structure and staff under the interlocal agreement. **Provide proposed recommendations that will drive and empower the talents of the existing team. Recommended organizational structure options with corresponding organizational charts.**
- 
- Task 2 Job Descriptions:** Review existing Job Descriptions and Revise/Develop Job Descriptions along with a talent assessment for each position. **Please provide 1-2 samples of prior Job Descriptions you have created.**
- 
- Task 3 Succession Plan:** Provide a succession plan for the Organization for key leadership positions, including tools and methods to identify talent. **Provide a sample succession plan outline for comparable agency size.**
- 
- Task 4 Salary and Total Compensation Review:** Conduct a salary analysis and compensation review based upon title and job description, region, industry, and size. Make recommendations accordingly. **Please provide a sample of prior Salary Analysis Reviews completed by your agency.**
- 
- Task 5 Recruiting and Onboarding Process:** Review current Recruiting and Onboarding process. Using best practices, develop effective Recruiting and Onboarding Policies and Procedures to recruit and retain high-quality talent. Ensure policies and processes are compliant with all local, state, and federal laws.
- 
- Task 6 Recruiting Services & Strategy:** Develop a recruiting strategy and support the recruiting process. **Please provide cost for complete recruiting services.**
- 
- Task 7 Performance Management, Progressive Discipline, and Termination Process:** Review current processes and policies. Using best practices, develop effective Policies and Procedures to manage the team members effectively. Ensure policies and processes are compliant with all local, state, and federal laws.
- 
- Task 8 Employee Relations:** Serve as the HR representative to Employee Relations matters advising employees and management to the most effective outcome for both the Organization and individual.
- 
- Task 9 Employee Handbook:** Review current handbook(s) and develop an employee guide compliant and consistent with the Organization's mission. **Provide a sample handbook (or excerpt)**
- 
- Task 10 Employee File Audit and Review:** Review all employee files, documents, and I-9 records and provide best practices along with record retention guidelines and processes.
- 
- Task 11 Change Management:** Training for employees/leaders on how to implement change effectively. **Assist with and facilitate change management initiatives.**
- 
- Task 12 Leadership Coaching:** Provide leadership coaching process and elements used in coaching—track record of effectiveness. **Provide a sample of a coaching outline.**
- 
- Task 13 Leadership and Staff Training:** provide training solutions including: E-learning options/platform recommendations, including costs. **Provide costs in person and/or virtual facilitated workshops or training. Provide a sample of courses. Provide sample assessment tools and other support material used when training.**
-

## V. BIDDER REQUIREMENTS

**The Greater Southeast Management District has the exclusive right to accept or reject any and all bids; to choose the lowest, best, or most responsive bidder; and decisions of the Greater Southeast Management District board are final, including action to terminate the procurement process.**

1. All costs incurred in the preparation, submission, and presentation of this proposal will be wholly absorbed by the prospective bidder. All supporting documentation will become the District's property unless requested otherwise at the time of submission—confidentiality of information submitted in response to Request for Proposals is not guaranteed.
2. Proposers shall note that this Request for Proposal is considered under evaluation from the opening date until the contract award.
3. This RFP does not commit the District to award a contract, pay any cost in the preparation of a proposal, or procure services or products. The District reserves the right to accept or reject any and all bids received as a result of this request, negotiate with all qualified sources, or cancel in part or in its entirety this RFP, if it's in the District's best interest.

The bidder will provide the following required information to demonstrate that the bidder has the experience and knowledge needed to complete the project successfully. Please limit your total narrative response to **8 pages** (not including samples):

**1. COVER LETTER:**

The first page of the proposal should include:

- Date
- Name of Bidder
- Title
- Name of Organization
- Bidder Address
- Bidder Phone Number
- Bidder Email Address
- Taxpayer Identification Number

2. **VENDOR PROFILE:** Provide an overview of your organization, including a summary of you or your firm's background, experience and certifications: provide the length of time the firm has been in business. Provide names and profiles of team members in your firm or partners that will assist with completing the scope.
3. **EXPERIENCE:** Provide similar consulting experience outlined under the "Project Scope" section.
4. **REFERENCES:** Provide at least three client references with complete address, phone and email, and the name and title of the contact person.
5. **PROJECT APPROACH:** Following each item outlined in the "Project Scope" section listed above, please describe your plan for successful execution, including sample work where indicated.
6. **FEES & BILLING:** Provide a level of effort (LOE) which includes the hourly rate of each staff or team member required to perform the requested tasks relating to HR services and the estimated number of hours typically spent for each item listed in the Project Scope section. If there is a change in fees for a particular item on a Project Scope item or if you do not provide

a specific service, please indicate that in your bid response. In addition, provide a method of billing and payment terms.

7. **PROPOSAL CERTIFICATION:** Please review, complete, and sign the Proposal Certification. Bidders **must include** Proposal Certification. Failure to do so will be automatic elimination from the review process.

**VI. EVALUATION CRITERIA**

Evaluated Item	Requirement Desired	Percentage Weighted
<b>Experience</b>	Relevant experience including industry related and years in business; appropriate and adequate staff/team. Relevant certifications/credentials SPHR, SHRM-SCP, Coaching Certification, MWSBE / DBE / WBEA / HUB other certifications	40
<b>Project Approach</b>	Creativity, proven knowledge and application of best practices. Measurable results. Ability to meet or provide comparable schedule for accelerated timeline.	30
<b>Proposed Fees</b>	Competitive hourly rate	20
<b>References</b>	Client References with comparable scope	10
<b>TOTAL</b>		<b>100</b>

**VII. DIGITAL SUBMISSIONS ONLY**

Proposals are due **Friday, June 23, 2021 at 3:00 p.m. (CST)**  
 Please upload proposals here: <https://forms.gle/HRConsultingProposalUpload>  
**Max File Size: 25MB File Type: PDF**

**VIII. FOR QUESTIONS ABOUT THIS RFP PLEASE CONTACT:**

**Oletha Jacobs, Interim Managing Director, [ojacobs@ostalmeda.com](mailto:ojacobs@ostalmeda.com)**  
**Email Subject Line: HR Consulting**

**IX. PROPOSAL CERTIFICATION**

**I hereby certify:**

- I. That all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and
- II. If selected for funding, the applicant organization will be bound by the information contained herein and the terms and conditions of the resultant contract or agreement.
- III. To the best of my knowledge and belief, the cost data are accurate, complete, and current at the time of the agreement on price. This price shall be valid for a minimum of six (6) months after submission.

**ACKNOWLEDGEMENT**

<b>Printed Name</b>	<b>Title</b>
<b>Organization</b>	
<b>Signature</b>	<b>Date</b>

**END OF DOCUMENT**