Greater Southeast Management District

HOUSTON SOUTHEAST

REQUEST FOR PROPOSALS:

Human Resources Consulting Services

Deadline for Proposal Submissions:

July 7, 2021 at 2:00 p.m. CST

Table of Contents

Section 1: Introduction 3
Section 2: Timetable 3
Section 3: Requirements for Bidders 4
Section 4: Background 4
Section 5: Scope of Work 5
Section 6: Evaluation Criteria 6
Section 7: Proposal Requirements 7
Section 8: Proposal Submission Instructions 8
Section 9: Proposal Certification 9

Section 1: Introduction

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 indicated in Section 5: Scope of Work and advise the District on all aspects of its current HR practices while making recommendations for continuous improvement.

The selected consultant 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. The District encourages creative proposals that will add value for the District and the community it serves.

Section 2: Timetable

- **Proposal Submissions** - The deadline for Proposal Submissions: **July 7, 2021, at 2:00 p.m.** All submissions should be made via email only. No mailed submissions will be accepted.
- **Evaluation Period** – The District will complete the evaluation of all proposals by July 9, 2021. The District will submit recommendations to the Board of Directors **by July 14, 2021**. In addition, proposing firms may be asked to offer a presentation to the Board of Directors at a special meeting to attend to interview the proposing firms.

  The committee reviews the recommendations, concurs, or rejects it. If it concurs, the committee makes the recommendation for Board approval. If it rejects, then staff makes proposals and bids available for committee review or repeats the RFP process.

- **Award of Contract -** After approval by the Board, contracts/agreements are signed by authorized officials of Greater Southeast Management District. Work is begun or goods received after written work authorization.

The Greater Southeast Management District will have the 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.

Authorized Greater Southeast Management District Contact:

Oletha Miller Jacobs, Interim Managing Director of District Administration, Services & Improvements
oletha@ostalmeda.com

Section 3: Requirements for Bidders

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.

Section 4: Background

The Greater Southeast Management District (the "District") was created in 2001 by the 77th 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 has been in an Interlocal Agreement with the Authority and TIRZ#7 since June 2017, sharing key staff, management members, and services between the entities.

Section 5: Scope of Work

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 team.

2. **Job Descriptions** – Review existing Job Descriptions and Revise/Develop Job Descriptions along with a talent assessment for each position.
    - *Please provide a sample of prior Job Descriptions you have completed.*

3. **Succession Plan** – Provide a succession plan for the Organization for key leadership positions, including tools and methods to identify talent.

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 you have completed.*

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.

6. **Recruiting Services & Strategy–** Develop a recruiting strategy and support the recruiting process.
    - *Please provide cost for complete recruiting services*

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.

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.

9. **Employee Handbook –** Review current handbook(s) and develop an employee guide compliant and consistent with the Organization's mission.
    - *Provide a sample of a handbook (or portion)*

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.

11. **Change Management** - training for employees/leaders on how to implement change effectively. Assist with and facilitate change management initiatives.

12. **Leadership Coaching –** provide leadership coaching process and elements used in coaching—track record of effectiveness.
    - *Provide a sample of a coaching outline.*

13. **Leadership and Staff Training**: provide training solutions including:
    - E-learning options/platform recommendations, including costs.
    - Provide In person facilitated workshops or training. Provide a sample of courses.
    - Provide assessment tools and other support material used when training.

Section 6: Evaluation Criteria

Evaluated Item	Requirement Desired	Percentage Weighted
Experience in Project Scope areas	At least 10+ years	40%
Project Approach	Creativity with Samples	20%
Proposed Fees	Reasonable hourly rate	20%
Credentials/Certifications	SPHR, SHRM-SCP, Coaching Certification, other certifications	10%
MWSBE / DBE	Certification in either or both	10%

Section 7: Proposal Requirements

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 6 pages (not including samples):

1. **Cover Letter:** The first page of the proposal should include:
    - Name of Organization
    - Name of Bidder
    - Title
    - Date
    - 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 and experience: 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 the hourly rate charged for 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 listed in Section 9: Proposal Certification. Bidders **must include** Proposal Certification. Failure to do so will be automatic elimination from the review process.

Section 8: Proposal Submission Instructions

Deadline for Proposal Submissions:

July 7, 2021, at 2:00 p.m. CST

Submissions must include the Proposal Requirements listed above, including:

1. Cover letter
2. Vendor Profile
3. Experience
4. References
5. Project Approach
6. Fees and Billing
7. Signed Proposal Certification

Email RFP submissions

Oletha Miller Jacobs, Interim Managing Director of District Administration, Services & Improvements
oletha@ostalmeda.com

Section 9: 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 months after submission.

Signature:_____ Date: _____

Name: _____ Date: _____

Organization:_____