



Request for Proposals: HR Consulting Services

The National Association of Development Organizations (NADO) is seeking proposals from qualified firms or individuals to provide Human Resources (HR) consulting services and oversight.

About NADO

NADO is a 501c4 membership association that represents the interests of regional community and economic development practitioners. Established in 1967, NADO advocates for federal policies and programs that promote equitable community development, economic competitiveness, rural development, economic mobility, and quality of place. NADO represents a national network of more than 500 Regional Development Organizations (RDOs) across the country. Additionally, the NADO Research Foundation is a 501c3 nonprofit organization that provides technical assistance, education, research, and training to support and strengthen the national network of Regional Development Organizations (RDOs). NADO and the NADO Research Foundation are based in Washington DC. For more information, please visit www.nado.org.

Scope of Work

Elements of the anticipated scope of work for this project are described below. Firms submitting proposals may recommend adjustments to the scope of work based on current best practices in the industry.

1. Human Resources audit and compliance review
 - a. Conduct overall assessment of the HR tasks that should be completed by a national association with less than 20 employees.
 - b. Review personnel files, job descriptions, and job classifications.
 - c. Assist NADO in maintaining compliance on an ongoing basis.
2. Update of Employee Handbook and Travel Policy
 - a. Review existing employee handbook and travel policy.
 - b. Review of existing policies pertaining to remote and hybrid work.
 - c. Deliver updated employee handbook and travel policy.
3. Benefits Package Review
 - a. Review the competitiveness of current benefits offered by NADO.
 - b. Make recommendations for enhancing the competitiveness of benefits based on current best practices in the industry.
 - c. Make recommendations of retention tools that go beyond base pay, such as options for providing other flexibilities and other benefits to employees that go beyond compensation.
4. Training and Organizational Development
 - a. Recommendations of training needs for employees and leadership, such as anti-harassment training.
 - b. Recommendations of training to enhance management and supervisory skills, team building, organizational diversity, and employee coaching and counseling.

5. Review of employee recruitment process
 - a. Review current processes for advertising job postings, screening employees, conducting interviews and background checks, hiring, onboarding, and employee orientation.
 - b. Make recommendations for modernizing these practices.
6. Support and assistance with ongoing internal HR needs
 - a. Assist employees in understanding the benefits NADO offers.
 - b. Assist with health insurance and benefits enrollments for new NADO employees on an ongoing basis.
 - c. Directly respond to HR-related questions from NADO employees.
7. Review performance management process
 - a. Review existing performance management process and make recommendations for modernizing the process.

Structure for Proposals

NADO requests the inclusion of the following information in all proposals submitted in response to this RFP.

1. Project team and qualifications
 - a. Provide information about the HR consultant(s) who will be leading the project and their qualifications.
 - b. Please identify who will be the project manager for the project, as well as any support staff if applicable.
2. Experience
 - a. Detail your firm's experience assisting with the elements in the scope of work above.
3. Client list and references
 - a. Provide a list of recent clients (within the past 3 years).
 - b. Please include at least two client references.
4. Scope of work
 - a. Propose a work plan and an approach to the scope of work.
 - b. Propose any additions or modifications to the scope of work contained in this RFP based upon your firm's experience and best practices in the industry.
5. Timeline and Budget
 - a. Propose a timeline and budget for the work plan.

Submission Process and Timeline

An electronic copy of your firm's proposal should be submitted to opportunities@nado.org with the subject line "HR Consulting Services" by Friday, May 12, 2023.

With questions about this process or what your proposal should include, please email Joe McKinney jmckinney@nado.org and CC Mirielle Burgoyne mburgoyne@nado.org.

Timeline for Completion of Work

Once a firm has been selected, the desired timeline for the completion of an initial HR audit is 30 days, with some initial draft deliverables following after an additional 30 days, including a revised employee handbook. Other elements of this proposal are envisioned as ongoing. Firms responding to this proposal should include a budget and recommended timeline for static phases of work. Additionally, firms responding to this proposal should also include a retainer or hourly rate for ongoing consulting.

Evaluation of Proposals

NADO will evaluate proposals on a qualitative basis. This includes a review of the proposal and interviews with proposed project teams. The anticipated timeline for the selection of a consultant is within 30 days of the proposal submission deadline.