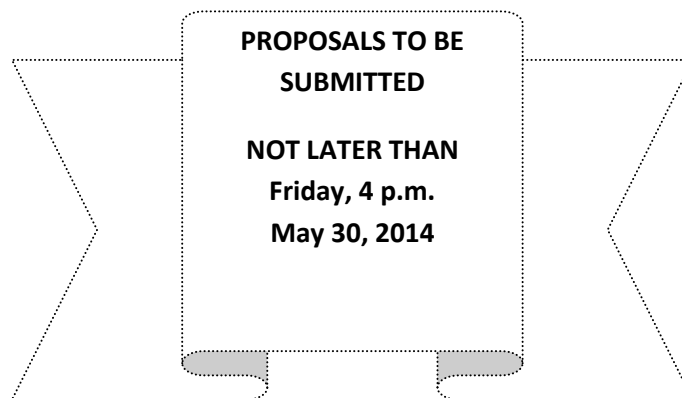


Request for Proposals

Human Resource Policy and Procedures Review and Update

Kathy Payne

5/14/2014



YVEDDI seeks a qualified Human Resources Consultant to update and improve its personnel policies and procedures, related forms, job description format, and provide training to management staff

INTRODUCTION AND BACKGROUND

YVEDDI desires to contract with a qualified Human Resources professional to complete a comprehensive update of our personnel policies and procedures, related forms, job description format updates, and to provide training to managers on changes or new procedures.

YVEDDI is a nonprofit Community Action Agency organized in 1965 to serve the people of Davie, Stokes, Surry and Yadkin Counties, with a 501(c)3 status. The agency is governed by a 24 member Board of Directors made up of public officials, low-income and private representatives reflective of our service area. YVEDDI employs about 240 staff and approximately 100 are part-time, with a varying operating budget of \$11.2 million. Programs are funded through Federal, State, County Governments, United Fund agencies and other resources. Standards, laws, regulations and funding availability drive service delivery and participants must meet Federal Poverty Index Guidelines, certain age criteria, or other guidelines to qualify for services.

MISSION

Dedicated to improving the lives of individuals and families in Davie, Stokes, Surry and Yadkin Counties through a variety of programs and partnerships to build stronger communities.

SCOPE OF WORK

The intent of this service is to 1) improve and streamline our organization's human resources functions by making them clear, unambiguous and well organized, 2) reduce liability by following industry best practices, maintaining compliance with employment laws, and reducing the risk of errors, and 3) to improve employee performance and satisfaction by providing employees with fair and understandable procedures, guidance and expectations.

The contractor will be working closely with the Executive Director. The deliverables will be 1) tailored to YVEDDI's needs and organizational culture, 2) consistent, clearly written, reflecting industry best practices, and 3) fully compliant with federal and state employment law.

Deliverables

The products that the contractor will deliver to YVEDDI must include, but are not limited to the following:

- ✓ Updated Personnel Policies and Procedures
- ✓ Updated Employee Handbook
- ✓ Updated and new forms, and checklists associated with personnel procedures
- ✓ Updated format for job descriptions (template)
- ✓ Add a written process for posting job vacancies in-house
- ✓ Add a written process for E-Verify
- ✓ Add other policies as needed to comply with any new laws

- ✓ Develop a brief summary of changes to aid with training
- ✓ A hands-on training for YVEDDI's Management and Supervisory staff designed to ensure they understand and can implement updated policies and procedures
- ✓ Training aids (such as PowerPoint presentations) for both the Management and Supervisory Staff Training and the Employee Orientation (Welcome Aboard), so that future new hires can receive training and orientation

All deliverables must be in hard copy and electronic format (suitable for ongoing customization).

INSTRUCTIONS FOR PROPOSAL PREPARATION AND SUBMISSION

Proposal Contents

Candidates must submit complete proposal packages on or before the due date below, and include the following:

1. Letter of Intent: Provide a brief letter (2-3 pages) summarizing your proposed scope of work and deliverables, fee, and qualifications. Tell us what you will do, with a milestone-based work schedule, how much it will cost, and why you are the optimal candidate.
2. Curriculum Vitae to include: Relevant Experience/Qualifications; Client Listing or References; Your Contact Information.

Proposal packages should consist of single copies of each document. Proposals that lack any of the required information may be deemed incomplete and may be rejected at YVEDDI's discretion.

Due Date

Hard copies of submissions must be received at the YVEDDI District Office no later than 4:00 p.m. on Friday, May 30, 2014. Early submissions are appreciated. Submissions should be addressed to the YVEDDI Executive Director at the below mentioned address (point of contact).

An electronic copy of the submitted proposal package must be emailed to kpayne@yveddi.com using the subject line "Human Resources RFP." The electronic submission need not arrive by the due date, but must be emailed before midnight on May 31, 2014. Submissions are deemed "late" or "on time" based on the receipt of the hard copy in YVEDDI's Office.

Point of Contact

Any questions concerning proposal specifications or scope of work should be directed to:

Kathy Payne, Executive Director
YVEDDI
PO Box 309, 533 N. Carolina Ave, Hwy 601 N
Boonville, NC 27011
kpayne@yveddi.com
336-367-3520

SCHEDULE OF EVENTS

Event	Date
RFP Distribution	May 14, 2014
Proposal Due Date	May 30, 2014
Target Date for Review of Proposals	June 5, 2014
Anticipated Decision and Selection by Executive Director and Personnel Committee	June 10, 2014
Anticipated Commencement of Work	June 16, 2014
Presentation of Draft to the Executive Director	*November, 2014
Presentation of Draft to the YVEDDI Personnel Committee	*November, 2014
Personnel Committee presents to the Board for final approval	December 18, 2014
Provide training to management staff on changes and any new policies	January 2015

** Dates to be determined after committees determine their new meeting schedules*

SELECTION AND AWARD NOTIFICATION

Selection of a candidate and award of contract for this project will be based on YVEDDI's assessment of the quality and responsiveness of proposals; the background and experience, skill set and expertise of the candidates; the quality of candidate's communication skills as demonstrated in the proposal, and possibly candidate interview; and the cost for completion of scope of work and deliverables. It is expected that a decision will be made within ten (10) days of the closing date for the receipt of proposals. Upon selection, candidates will be informed in writing and the successful candidate will in addition receive a consultant contract.

SPECIAL CONDITIONS

YVEDDI may at its discretion and without explanation to the candidates, at any time choose to discontinue this RFP without obligations to prospective contractors. Final draft will be subject to review and approval of the Head Start Policy Council, YVEDDI Personnel Committee and Board of Directors.