

Human Resource Compliance Audit

Request for Proposals

Contact

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Responses Due: June 19, 2019 at 4:00 p.m. CDT



**NATIONAL
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RESOURCE CENTER**

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PURPOSE

The National Rural Health Resource Center (The Center) seeks a sub-contractor to perform a comprehensive Human Resource (HR) Compliance Audit.

BACKGROUND

The Center is a nonprofit organization dedicated to sustaining and improving health care in rural communities. The Center provides technical assistance, information, tools and resources for the improvement of rural health care. It serves as a national rural health knowledge center and strives to build state and local capacity. The Center operates at a \$6.5 million annual budget.

As the nation's leading technical assistance and knowledge center in rural health, The Center focuses on five core areas:

- Transition to Value and Population Health
- Collaboration and Partnership
- Performance Improvement
- Health Information Technology
- Workforce

The Center employs 26 highly skilled professionals. Twenty - two of these employees work in the organization's central office in Duluth, MN. The four remaining employees work in Florida, Georgia, Alabama and Southern MN.

SCOPE OF WORK

The selected sub-contractor will complete the following tasks. Work on the project will begin by July 1, 2019 and complete September 30, 2019.

The Center seeks a qualified human resources consultant to conduct an audit of human resources operations and practices to include:

- An evaluation of the organization's operational HR policies, practices and processes with a focus on key HR department delivery areas (e.g., recruiting—both internal and external, employee retention, compensation, employee benefits, performance management, employee relations, training and development) with a specific focus on compliance with local, state and federal laws and regulations

- A review of payroll processes and procedures
- A review of the overall HR organizational structure, responsibilities, and practices. In addition, firms should be able to review human resources operations alignment and organizational practices, for efficiency and effectiveness.
- Specific compliance assessments including, but not limited to: Americans with Disabilities Act, COBRA, Affirmative Action/EEO, FLSA, FMLA, HIPAA, Personnel Records Management, Insurances, Personnel Bylaw/Personnel Policies, Recruitment/Selection/Promotion, Training, Employee Relations.
- Identify procedures and practices which if modified, would result in improved operations and/or direct time and cost savings to The Center while ensuring legal compliance.
- Identify areas in need of improvement and recommend actions.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals are due 4:00 p.m. Central Daylight Time, June 19, 2019.

Proposal Format and Content

Proposers should address the content and sections presented below in a narrative format. Information should be as concise and direct as possible. Any supporting documentation submitted in conjunction with the proposal should be directly related to one or more of the content sections.

- Submit one electronic copy of the proposal
- Limit the proposal to 10 pages or less (not including attachments)
- For ease of reading, use 1.15 spacing, 1 inch margins and 11 point font size.
- Must contain a cover letter, experience and qualifications, the approach and fee structures.
- The cover letter should include:
 - Name – Legal name of the company or individual
 - Address – Provide your agency or organization’s main office address
 - Email address – of agency/individual submitting RFP
 - Contact – provide name, phone number and email of who will serve as contact for this proposal
 - A statement that the proposal remains valid for at least 90 days

- A declaration of any conflict of interest and if so, the nature of the conflict
- The complete contact information for the person responsible for submitting the proposal
- The signature of a company officer or individual who can bind the proposer to the provisions of the RFP and any agreements awarded pursuant to it

Experience and Qualifications

- A brief descriptive statement indicating the proposer's credentials to be delivered under this RFP
- A brief description of the proposer's background and organizational history
- Number of years in business as consultant
- Location of offices
- A listing of key personnel who will be assigned to this contract if awarded, including resumes
- Three references from clients for whom you have performed similar work: including contact name, company name, address, telephone number and email address
- A brief description of the proposer's plan for working with The Center to ensure maximum implementation of The Center's goals and objectives
- Attest that organization and employees that will work on this project are not debarred, suspended, or proposed for debarment by the Federal government and consents to a search of the Excluded Parties List System (FAR 9.404) to verify the contractor's written acknowledgement that the contractor, or its principals, is not debarred, suspended, or proposed for debarment by the Federal Government (FAR 52.209-6).

Approach and Cost

The proposer will describe plans and the approach for accomplishing the services requested. The information provided should be in enough detail so as to enable The Center to determine whether the proposer understands the effort to be accomplished. It should outline the steps for services to be provided, including a narrative entitled "Approach" that clearly illustrates

how the proposer will complete the scope and services indicated in the RFP and include a budgetary estimate to implement the approach.

Deliverables

- Completed Human Resources Audit
- Written recommendations for revisions to remediate compliance concerns, update policies, procedures, employee handbook.

Questions regarding this RFP may be directed to Shannon Jorgenson by email to sjorgenson@ruralcenter.org. Responses to Request for Proposal are due by 4:00 CDT on June 19, 2019.

Small Businesses, Service Disabled Veteran Owned, or Women-Owned Small Business concerns are encouraged to respond.

Submit proposals to Shannon Jorgenson at sjorgenson@ruralcenter.org.