



HUMAN RESOURCES REQUEST FOR PROPOSAL

I. PURPOSE

- A. Health Forward Foundation is seeking proposals from human resource consultants to work with management in outsourcing specific tasks, duties and responsibilities in human resource management. Health Forward seeks to partner with an organization that will meet the human resource needs of a progressive workplace that supports associates and their families.
- B. Health Forward will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP.
- C. The successful bidder will, unless otherwise specified, become an independent contractor to Health Forward and no employer-employee relationship shall be created. Likewise, the successful bidder shall be responsible for his/her/its own insurance, benefits, materials, office and supplies.
- D. A respondent's submission of a proposal in no way guarantees procurement by Health Forward.
- E. A respondent's submission of a proposal to one Health Forward RFP shall not preclude submission of a proposal(s) for other RFPs.

II. HEALTH FORWARD FOUNDATION

By focusing on people most in need, the Health Forward Foundation works to transform communities so everyone has an opportunity for better health. Each year we invest more than \$20 million toward our goal of healthy people in healthy communities.

Health Forward Foundation, formerly the Health Care Foundation of Greater Kansas City, was created in 2003 after the sale of the nonprofit Health Midwest hospital system. Since that time, we've been partnering with organizations to ignite a community of health through grantmaking, leadership and advocacy.

We partner with more than 150 organizations to ensure our funding has the greatest impact in our region, using our unique position as an independent, informed voice to spark awareness about wellness and prevention where it matters most.

Health Forward’s service area is Kansas City, Missouri; Jackson, Cass and Lafayette counties in Missouri; and Johnson, Wyandotte and Allen counties in Kansas. We are governed by a 21-member board of directors and are managed by a professional staff of 25 employees.

Diversity is a fundamental element of social justice and integral to our mission. We are committed to promoting diversity and cultural competency in our programming, vendor selection, personnel and employment practices, and governance.

III. PROCESS

Calendar of Events / RFP Timeline

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the foundation. All RFP documents may be viewed at the Health Forward website utilizing the following link:

<https://healthforward.org/careers/>

ACTION	COMPLETION DATE
Issue RFP	May 13, 2019
Proposals Due	June 7, 2019
Selection Committee Review	June 10, 2019
HR Consulting Firm Interviews	June 17, 2019
Selection Committee Recommendation	June 25, 2019

Please follow the procedures outlined under the RFP process in preparing your response and structure your proposal to address the items listed under the RFP proposal. This request for proposal has been structured to reduce, where possible, the time and effort needed to prepare a response and for Health Forward to evaluate the proposal. Brief, direct and factual responses are preferred.

Two separate documents (Technical Proposal and Business Proposal) are requested so that the selection team can separately review your company’s service capabilities without being biased by pricing information. Both documents must be signed by an

individual authorized to commit your company to provide the proposed services at the proposed fees.

Two separate documents must be submitted, as follows:

- A Technical Proposal, presenting your company's services, and
- A Business Proposal, presenting your company's fees related to the performance outlined in the Technical Proposal

Responses must be submitted to: RFP@healthforward.org by 12:00 NOON. (Central Time) on or before May 7, 2019. Late submissions will not be accepted. Submitters may withdraw and/or replace proposals at any time until the deadline for submission of proposals. All questions received by 5:00 p.m. on May 6, 2019 will be considered. Questions will not be answered over the phone. Questions must be emailed to: rzimmer@healthforward.org.

IV. Proposal

Approach

1. A human resources strategy statement indicating how your organization will best meet the varying needs of the Health Forward Foundation.
2. A detailed analysis of how the human resources functions listed in this document will be assumed.
3. A description of your approach and capabilities in terms of designing new programs and fine-tuning existing programs.
4. A description of the major human resources-related issues facing public agencies, specifically not for profit charitable organizations.
5. Measurement tools to evaluate the success/failure of programs including diversity, equity and inclusion.
6. Information on systems to record, save and track associate and program data and for web based access and supports.
7. Please describe your performance appraisal support.

About Your Company

8. Provide a brief overview of your products and service offerings.
9. Identify your organization's experience with respect to assimilating the human resources function and what makes your organization uniquely qualified for this project.
10. How do you differentiate yourself from your competition?
11. How do you stay current with changes in human resources?
12. As human resource regulations change, how do you ensure your clients stay in compliance?
13. A description of how your organization approaches diversity in hiring and human resources approaches that are sensitive to diversity and inclusion.
14. How your philosophy and approach may vary between non-profit and for-profit clients.
15. Describe the function, reporting relationships and locations of each person responsible for this account. Provide a resume of the individual who will have primary responsibility for the account. Provide a brief biography of others who will be involved on the account, with a description of the role each will play in the project and any relevant experience each has had with respect to similar projects.
16. Describe three recent and successful client assignments related to human resources.
17. Identify three clients (non-profit public charity if possible) that you have worked with that we may contact for reference purposes.
18. Describe what steps your firm has taken to ensure that quality products and services are delivered?
19. Describe your company's ability to support an organization during a period of growth and change. Specifically cite examples related to evolving structure of job design/duties and reporting structure, alignment with overall organization strategic plan and alignment with organization culture

Implementation Process

1. Develop a project time line, summarizing the entire process beginning with this proposal.
2. Explain the transition process you would employ if your bid is successful. Include a detailed description of the implementation plan, Health Forward Foundation's role in the process, data requirements and time frames.
3. Total number of projected hours required for this project.
 - At Health Forward Foundation
 - At Your Place of Business

V. Selection Criteria

- The successful organization will be selected upon the demonstrated ability to:
- Act as a partner with the Health Forward Foundation to advise and administer the human resources function.
- Provide a proven account manager.
- Provide superior levels of stable service to Health Forward Foundation's employees and administrative staff.

VI. General Information

All proposals and related materials become the property of Health Forward Foundation and may be returned only at its option. Health Forward is not obligated to accept any proposal or to negotiate any proposal. All transactions are subject to the final approval of Health Forward which reserves the right to reject any or all proposals without cause for liability. All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information or presentation) will be borne by the respondent.

Selection of proposals will be made after a review and analysis by the Health Forward. Other experts, interested parties or employee representatives may be consulted to advise staff during the review and analysis process. Respondents may be requested to meet with the Health Forward Foundation representatives and advisors to expand on proposal qualifications and experience.

PROPRIETARY INFORMATION

Responses to this Request for Proposals, upon receipt by the Health Forward Foundation, become public records. If any proposer believes that any portion of all of the response is confidential and proprietary, proposer shall clearly assert such exception.

RIGHT OF REJECTION

The Health Forward Foundation reserves the right to reject any and/or all proposals, reserve the right to waive any informalities or irregularities in the proposal or examination process, reserve the right to select low proposal per item, and reserve the right to award proposals and/or contracts in the best interest of the Health Forward Foundation.

While Health Forward requests information on the following, it reserves the right to select the services that best approach its needs which may vary over time.

VII. TASKS, DUTIES AND RESPONSIBILITIES

WAGE AND SALARY ADMINISTRATION

1. Advise on annual salary equity and inflation budget. Make and review recommendations for salary adjustments.
2. Formulate job reclassification (promotion/demotion) and wage adjustment recommendations as necessary.
3. Review, revise and compose staff and administrative job descriptions as needed.
4. Assist with annual review of pay plan including, but not limited to, participating in market study of competitive salary data for benchmark positions upon request.
5. Consult with CFO regarding employee pay increases
6. Compute merit raise documentation for any professional licensing or position change
7. While payroll and benefits are administered internally, the human resource firm will advise on construct of benefits and developments in the field.

EMPLOYEE RELATIONS AND COMMUNICATIONS

1. Review and suggest revisions to Staff and Administrative policies and corresponding manuals.
2. Counsel employees and managers regarding Health Forward policies and procedures.
3. Maintain files on problem employees and assist departmental managers on appropriate use of disciplinary program.
4. Advise on wellness initiatives.
5. Create, maintain and manage a human resources and Administrative Services web site or other means of communication directed specifically to Health Forward associates
6. Utilize EAP provider and coordinate services for Health Forward Foundation associates.

RECRUITING AND DEVELOPMENT

1. Provide support to organization's structural evolution based on job design/duties, match to strategic strengths and culture during times of growth or change.
2. Develop/ review employee performance review forms and process.
3. Advise on professional and leadership development outside of foundation content expertise.
4. Develop and post job advertisements.
5. Assist in scheduling and coordination of interviews.
6. Assist in design of interview process while including existing staff in selection process.
7. Maintain all employment personnel records to comply with EEOC regulations.

8. Assist in creation of new job descriptions as requested and make recommendations on appropriate pay grade.
9. Advise managers on best hiring practices including how to screen applicants, interview dos and don'ts, how to handle unsatisfactory background results, etc.
10. Manage new hire process: write offer letter, run pre-employment screens such as criminal background check, motor vehicle report, reference checks, drug screen and credit report.
11. Coordinate and/or conduct new employee orientation for all new hires to review benefits, safety, Associate Manual, etc.
12. Please provide a brief overview of your onboarding support.

Training

1. Develop employee training initiatives including, but not limited to: Supervisory Training, Performance Evaluations, Interviewing, and Policy Interpretation.
2. Conduct training workshops and seminars as requested.

HUMAN RESOURCES ADMINISTRATION

1. Assist in revising and maintaining associate handbook.
2. Provide immediate support consultation in resolving employee conflicts.
3. Provide employee compliance training (harassment, diversity, etc.).
4. Employee grievances – educate, accept written grievance and assist in investigation.
5. Provide representation at unemployment appeal hearings, as requested.

Legal

1. Remain up-to-date with the ever-changing legal environment of the human resources profession. Develop policies and make recommendations for implementation.
2. Coordinate governmental compliance efforts in terms of HIPAA, COBRA and FMLA legislation.
3. Provide avoidance strategies and assistance to Health Forward's legal counsel with wrongful termination claims, wage and hour claims, Title VI claims, ADA claims and FMLA claims.
4. Consult with organization highest ranking supervisor to determine whether reasonable suspicion of drug and/or alcohol abuse exists.
5. Ensure that personnel actions comply with applicable state and federal regulations including Title VII of the Civil Rights Act, Americans with Disabilities Act, Equal Pay Act, Fair Labor Standards Act, Family and Medical Leave Act, Age Discrimination in Employment Act, and such laws applicable to scope of work and services.
6. Assist in responding to Open Records Request after consultation with Health Forward Foundation's legal counsel in a timely manner
7. Provide compliance assistance and record keeping for FMLA, and for immigration requirements.