



REQUEST FOR PROPOSAL

Request for proposal for Human Resource Consultant

*****This is a short-term, contract project.***

Inquiries and proposals should be directed to:

Name: Damika Hayden

Title: Director of Finance

Entity: Chicago Literacy Alliance

Phone: (773) 313-3469

Email: dhayden@chicagoliteracyalliance.org

General information

A. Purpose

This request for proposal (RFP) is to contract for a **short-term contract** for a Human Resource (HR) Consultant to review the Chicago Literacy Alliance’s human resource compliance process, employee recruitment process, and employee relations. It is essential that the Human Resource Consultant approach this project with a Diversity, Equity, and Inclusion (DEI) lens.

B. Instructions on proposal submission

- 1. Closing submission date: Proposals must be submitted no later than 4:30 p.m. (*central standard time*) on April 26, 2021.
- 2. Inquiries: Inquiries concerning this RFP should be directed to CLA Director of Finance Damika Hayden at (773) 313-3469.
- 3. Conditions of proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the proposer and will not be reimbursed by the Chicago Literacy Alliance

4. Instructions to prospective contractors:

Your proposal should be addressed as follows:

Name: Damika Hayden
 Title: Director of Finance
 Entity: Chicago Literacy Alliance
 Email: dhayden@chicagoliteracyalliance.org
 Phone: (773) 313-3469

It is important that the Proposer’s proposal be submitted electronically with the following subject line:

Entity Name-HR Consultant RFP

- 5. **Electronic submissions:** Proposals are to be submitted electronically to the following email address: dhayden@chicagoliteracyalliance.org by the closing submission date noted above. It is the responsibility of the proposer to ensure that the proposal is received by the Chicago Literacy Alliance by the date and time specified above. Late proposals will not be considered
- 6. **Right to reject:** Chicago Literacy Alliance reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
- 7. **Small and/or minority-owned businesses:** Efforts will be made by the Chicago Literacy Alliance to work with small businesses and minority-owned businesses. A Proposer qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

8. Notification of award:

- a. It is expected that a decision about selection of the successful proposer will be made within two weeks of the closing date for the receipt of proposals.
- b. Upon conclusion of final negotiations with the successful proposer, all submissions in response to this Request for Proposal will be informed, by email, of the name of the successful proposer.

C. Description of entity

The Chicago Literacy Alliance is a collective of more than 100 organizations helping to meet literacy needs for people of all ages and backgrounds. We work to increase our combined impact by collaborating creatively and effectively. Working together, we envision a 100% literate Chicago.

Specification schedule

A. Scope of Work

Based upon our needs, we request the following scope and approach with a diversity, equity, and inclusion (DEI) lens:

- HR Compliance
 - Job Descriptions and Classifications
 - Organizational Chart
 - Mandatory Training
- Employee Recruitment Process
 - Advertising
 - Interviewing Scorecard
 - Candidate Screening Scorecard
 - Orientation
- Employee Relations
 - Whistleblower Policy
 - Pay Transparency
 - Team Handbook
 - Employee Satisfaction Survey (electronic)
 - Performance Reviews

B. Performance

Chicago Literacy Alliance's records should be accessible electronically.

C. Delivery schedule

The proposer is to transmit one copy of the draft report to the Chicago Literacy Alliance. The draft report is due on June 8, 2021.

If needed, the proposer shall deliver four final reports to the Chicago Literacy Alliance no later than June 15, 2021.

Reports may be submitted earlier than the schedule above. However, if the Proposer fails to make delivery of the reports within the time schedule specified herein, or if the proposer delivers reports that do not conform to all of the provisions of this contract, the Chicago Literacy Alliance, by electronic notice of default to the proposer, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Proposer with sufficient justification.

D. Pricing

The proposer's proposed price for services should include a not-to-exceed total fee. Any out-of-pocket expenses will be the responsibility of the proposer.

E. Payment

Payment terms will be agreed upon with the proposer

F. Conflict of Interest

The proposer should disclose any affiliation or current contract with any [Chicago Literacy Alliance member organizations](#).

G. Confidentiality

The proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Chicago Literacy Alliance, the proposer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the proposer's possession, to those employees on the proposer's staff who must have the information on a "need to know" basis.

The proposer agrees to immediately notify, in writing, the Chicago Literacy Alliance authorized representative in the event the consultant determines or has reason to suspect a breach of this requirement.

Technical qualifications

The Proposer shall, as a minimum, include the following:

A. Understanding the scope of work

The Proposer should clearly describe the scope of work to be performed in alignment with this RFP.

B. Understanding our industry

The Proposer should describe its understanding of our industry by providing specific industry knowledge and expertise as well as prior consulting with organizations similar to the CHICAGO LITERACY ALLIANCE.

C. Qualifications

The Proposer should briefly describe qualifications. Descriptions should include:

Capability to approach through a DEI lens, capacity, similar HR consulting projects, industry-specific experience, client references, training and/or certification in Human Resources.

D. Approach to the engagement

The Proposer should describe its approach to the work to be performed and a listing of staff to be assigned.

Proposal evaluation

A. Submission of proposals

Proposals should be submitted to Damika Hayden via email by the date provided.

B. Proposal evaluation

Evaluation of each proposal will be scored on the following six factors:

	Point Range
1. Understanding the scope of work <i>Firm's approach to addressing the review of items specific to the scope of services requested</i>	0-20
2. Understanding our industry <i>Prior experience consulting with organizations similar to the Chicago Literacy Alliance</i>	0-10
3. Organization structure <i>Minority business/small business/women's business enterprise</i>	0-20
4. Proposer's approach to the engagement <ol style="list-style-type: none"> <i>a. Comprehensive methodology</i> <i>b. Aligns compliance, process, and policies to acceptable industry standards</i> <i>c. Realistic engagement timetable</i> 	0-20
5. Application of DEI strategies <ol style="list-style-type: none"> <i>a. Previous experience in designing DEI informed HR practices</i> <i>b. Approach work with an understanding of intersectional identities</i> 	0-10
6. Price	0-20
Maximum Points	100

C. Review process

The Chicago Literacy Alliance may, at its discretion, request presentations by or meetings with any or all Proposers to clarify or negotiate modifications to the proposal.

However, the Chicago Literacy Alliance has the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Proposer can propose.