



Northwest Regional Development Commission

REQUEST FOR PROPOSALS (RFP) Human Resources Consultant Services

I. INTRODUCTION

The Northwest Regional Development Commission (NWRDC) is seeking proposals from qualified Human Resources (HR) consultants to provide professional HR consulting services for the calendar year 2025. The total contract amount will not exceed \$6,000.

II. SCOPE OF WORK

The selected consultant will provide services that may include, but are not limited to:

1. Reviewing and updating employee handbooks, policies, and procedures as needed.
2. Conducting training sessions on HR-related topics, such as compliance, leadership development, and workplace culture.
3. Providing guidance on employee relations, performance management, and conflict resolution and FMLA guidance.

III. DELIVERABLES

The consultant will be expected to provide:

- Written recommendations or reports, as applicable, for specific HR initiatives or projects.
- Clear communication and periodic updates to NWRDC leadership.
- Timely responses to HR-related inquiries or concerns.

IV. QUALIFICATIONS

Qualified consultants must demonstrate:

1. Expertise in HR management, consulting, or related fields.
2. Familiarity with federal and Minnesota state employment laws and compliance standards.
3. Proven track record of working with public sector or nonprofit organizations.
4. Strong communication, facilitation, and problem-solving skills.

V. PROPOSAL REQUIREMENTS

Interested consultants are requested to submit a proposal that includes:

1. **Cover Letter** – Briefly introduce your background and interest in the contract.
2. **Consultant Profile/Resume** – Outline your qualifications, relevant experience, and expertise.
3. **Proposed Services** – Describe how you will meet the scope of work outlined in this RFP.

4. **Cost Proposal** – Provide an itemized cost proposal with a total cost not exceeding \$6,000.
5. **References** – Provide the names and contact information for at least two professional references.

VI. SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

1. Relevant experience and expertise.
2. Quality and feasibility of the proposed approach.
3. Cost-effectiveness of the proposal.
4. Feedback from references.

NWRDC reserves the right to request additional information, negotiate contract terms, or not award a contract if deemed in the organization's best interest.

VII. TIMELINE

- RFP Release Date: December 16, 2024
- Proposal Submission Deadline: January 6, 2025
- Anticipated Selection Date: January 20, 2025
- Contract Start Date: February 1, 2025 (TBD)

VIII. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format to:

Darla Waldner
Executive Director
Northwest Regional Development Commission
darla@nwrdc.org

Proposals must be received no later than 4:30 pm on January 6, 2025. Late submissions will not be considered.

IX. CONTACT INFORMATION

For questions or clarifications regarding this RFP, please contact:

Darla Waldner
Executive Director
218-745-6733
darla@nwrdc.org

Amanda Russell
Office Manager
amanda@nwrdc.org
218-745-6733