



## Workforce Southwest Washington Request for Proposals (RFP) Review of Personnel Policy

### I. INTRODUCTION

Workforce Southwest Washington (WSW), a Washington State 501 (c) (3) nonprofit corporation founded in 2002, is responsible for administration and fiscal agent of approximately \$10 million annually in programs that provide training and education, job search, career exploration and job placement services for businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties in Washington State. WSW provides oversight of the region's public workforce development system to ensure the highest quality employment and training services for businesses and job seekers.

WSW currently employs 13 full time, non-represented staff in downtown Vancouver, Washington.

### II. PURPOSE OF THE REQUEST FOR PROPOSAL

WSW is seeking proposals from qualified organizations to audit WSW's Personnel Policy as it pertains to current Human Resources best practices/policies. Recommend revisions to ensure federal, state, and county personnel compliance. Revisions could include, but are not limited to, content, formatting, or citation references. A copy of current handbook is available upon request.

The goal of this project is to have a revised Personnel Policy that is up to date with all applicable laws, straightforward, easy to navigate, and accessible. As a federal contractor, WSW must ensure federal as well as state compliance.

Please add your suggestions and recommendations for additional activities.

This project is anticipated to begin in February 2019 and end by June 30, 2019.

### III. SUBMISSION REQUIREMENTS

All proposals must be received by WSW by **5 p.m. Pacific Time on Monday, January 28, 2019**. Proposals received after this time will not be accepted.

Submissions must be emailed to [agimlin@workforcesw.org](mailto:agimlin@workforcesw.org) with "Personnel Policy Proposal" in the subject line.

Proposals should include:

- Information about your company's qualifications for doing this work
- Hourly rates and number of hours you expect to spend on the project
- A "not to exceed" price for the entire project

Any submitted response shall remain a valid proposal for one year after the closing date of the RFP.

Workforce Southwest Washington is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.

*Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.*