



## **Human Resources Consultant**

### **Request for Qualifications**

### **Workforce Southwest Washington**

#### **I. INTRODUCTION**

Workforce Southwest Washington (WSW), a Washington State 501 (c) (3) nonprofit corporation founded in 2002, is responsible for the administration of approximately \$10 million annually to fund 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 14 full time, non-represented staff in downtown Vancouver, Washington.

#### **II. SERVICES REQUESTED**

1. WSW is requesting quotes from qualified organizations to provide benefits administration and compliance services in Washington State. The selected organization will be the designated liaison between WSW leadership, staff and the providers of employee benefits. Services to be performed include annual benefit provider selection and employee enrollment, termination, enrollment of new hires, and administrative oversight for other changes and updates to employee status. The WSW current benefit package includes health and dental insurance, as well as life insurance, long-term disability coverage and a Simple Employee Pension plan. Consultant must be available to attend occasional staff meetings virtually or in person.
2. Also requested is on-call availability for assistance in resolving specific personnel issues as they arise.
3. WSW is also seeking quotes from qualified organizations to audit WSW's Personnel Policies as it pertains to current Human Resources best practices/policies. Recommend revisions to ensure federal, state, and county regulatory compliance. Revisions could include, but are not limited to, content, formatting, or citation references. A copy of current policies are available upon request.

The goal of this project is to have revised Personnel Policies that are 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.

Preference will be given to organizations that respond to all three requests. Contract will begin April 2019.

#### **III. SUBMISSION REQUIREMENTS**

All quotes must be received by WSW by **5 p.m. Pacific Time on Friday, March 29, 2019**. Quotes received after this time will not be accepted.

Submissions must be emailed to [agimlin@workforcesw.org](mailto:agimlin@workforcesw.org) with “HR Consultant” in the subject line.

**RESPONSE PACKAGE**

Send the following completed sections

**Section 1: Proposer Information**

|                           |  |                      |  |
|---------------------------|--|----------------------|--|
| <b>Date Submitted:</b>    |  | <b>Contact Name:</b> |  |
| <b>Respondent Agency:</b> |  | <b>Email:</b>        |  |
| <b>Address:</b>           |  | <b>Telephone:</b>    |  |
|                           |  | <b>Fax:</b>          |  |
| <b>FEIN:</b>              |  | <b>WA UBI:</b>       |  |

**Section 2: Brief Description of Organization** *(one-page max):*

**Section 3: Proposed Human Resources Functions**

*Please address in two (2) pages your experience in the following areas:*

1. Benefits Administration
  - a. HR Benefits management
  - b. State and federal compliance
2. Review and revise WSW Personnel Policies
  - a. State and federal compliance
3. Consulting for personnel concerns
4. Additional information proposer would like to add that may benefit WSW

**Section 4: Budget**

Itemized budget detail for each function listed above.

**Section 5: References**

List names and contact information (email and telephone) of the three to five most relevant contacts. These contacts will be used as references and by submitting them, you authorize WSW or its agents to contact these individuals and discuss your work.

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.*