



Requests for Proposals HR Consultant

PRELIMINARY TIMELINE

- RFP Posted and available for viewing - September 15, 2023
- Proposals due – October 15, 2023
- Award Notice – November 15, 2023
- Contract and Professional Services Agreement Issued – November 15, 2023
- Project Kick-off – December 1, 2023
- Anticipated Project Competition – June 1, 2024

PURPOSE

PA Wilds Center for Entrepreneurship (PA Wilds Center), a regional nonprofit, is soliciting proposals from qualified firms or individuals to provide Human Resource (HR) services to complete the scope of work indicated below and to advise the PA Wilds Center on its current HR practices while making recommendations for continuous improvement. The selected proposal will have demonstrated experience with the labor and employment issues of a nonprofit organization operating a social enterprise arm with virtual and physical locations.

ABOUT THE PA WILDS REGION

The Pennsylvania Wilds, one of the state's 11 official tourism regions, is a large rural area that covers about a quarter of the Commonwealth. The 13-county landscape is known for its more than two million acres of public land -- more than Yellowstone National Park. It also boasts two National Wild & Scenic Rivers, the largest wild elk herd in the Northeast, and some of the darkest skies in the country. The region has a rich oil and lumber heritage and maker culture. For more information: pawilds.com

BACKGROUND

The PA Wilds Center for Entrepreneurship, Inc. (PA Wilds Center) is a 501(c)(3) nonprofit whose mission is to integrate conservation and economic development in a way that strengthens and inspires communities in the Pennsylvania Wilds. PA Wilds Center is the lead nonprofit for the PA Wilds Conservation Landscape, a 20-year public-private collaborative effort to establish the PA Wilds as a premier outdoor recreation destination as a way to diversify local economies, inspire stewardship, improve quality of life, attract investment and retain population. This collaborative effort has led to double-digit growth in visitor spending in every county of the PA Wilds over the last decade, supporting many small business startups and expansions. Nationally this effort is looked at as a model for rural asset-based development; it has been featured in eight national studies in the last five years.

PA Wilds Center houses key stakeholder structures for this regional effort and operates programs and services for rural businesses and communities looking to leverage it. PA Wilds Center also works closely with the PA



Department of Conservation and Natural Resources (DCNR), the PA Department of Community and Economic Development (DCED), federal and philanthropic funding partners and local partners from the public and private sectors to coordinate investment in the regional strategy. The PA Wilds Center’s work is sustained through program fees, philanthropic giving, government grants, and entrepreneurial activities related to the Pennsylvania Wilds brand.

PA Wilds Center is in the process of scaling a regional commerce platform with huge mission impact. This platform includes brick-and-mortar mission-driven stores called PA Wilds Conservation Shops, and an online marketplace, ShopthePAwilds.com (now in beta mode). This commerce platform helps fill gaps in visitor services; expands market access for rural entrepreneurs; builds awareness about the PA Wilds brand and stewardship messaging, and raises funds for conservation.

The PA Wilds Center operates from three worksites across the PA Wilds Region and, since its inception, has utilized remote work for most administrative positions. Currently, HR duties are managed by the CFO. The CFO oversees the day-to-day activities within the organization's administration, including payroll and benefits administration. The CFO is supported by an Executive Financial Manager responsible for data retention by entering employee information in the Online backup(Sync) and entering the data in the grant tracking documents in Google Docs. CFO is also supported by a Finance Manager of Social Enterprises responsible for collecting all gift shop timesheets and verifying their correctness. The Finance Manager of Social Enterprises is also responsible for onboarding and collecting all the forms necessary for a new employee. Medical Benefits forms are collected by this person and submitted to the insurance company for employees who are eligible for coverage.

For more information, see pawildscenter.org, [PA Wilds Conservation Shop Program](#) or ShopthePAwilds.com

CORE INTERNAL SYSTEMS

The following technology systems are integral to the PA Wilds Center’s daily operations and should be considered during all process reviews.

Application	How is this system used?
bambooHR	hiring, payroll, PTO tracking, onboarding, employee directory
TRAX Payroll	payroll
Deputy	time-keeping and scheduling for hourly employees at shops (cloud-based)
FreedCamp	project management
Sync	secure file storage
QuickBooks	bookkeeping
Shrm	support for HR functions
Jotform	online form builder, used for contracts, annual surveys and more
Slack	team/contractor communications
Zoom	virtual meetings





Calendly	scheduling
Zapier	workflow
Google Workspace	file storage, document creation, email client
Mighty Networks	social networking site specific to WCO member engagement, includes Learning Management System

PROJECT BUDGET

The PA Wilds Center’s budget for this project is \$12,000.

PROPOSAL SCOPE AND TASKS

The consultant will work with Center staff to accomplish the below-mentioned tasks, accepting direction from the Executive Team as needed. The consultant will deliver monthly reports and/or recommendations to the Executive Team. The consultant must protect the confidentiality of information learned concerning the work performed and will be required to execute an appropriate confidentiality agreement.

SCOPE OF WORK

Below is a list of specific services for which we seek bids from qualified proposers to complete work from December 2023 - May 2024.

CONDUCT ONE-TIME HUMAN RESOURCE AUDIT

- Provide a comprehensive assessment of the HR tasks that should be completed by a non-profit agency with fewer than 100 employees, making recommendations to close the current gaps in PA Wilds Center’s HR operations and comparison to best practices.
- Conduct HR Compliance Reviews, including reviewing the legal compliance of personnel files, operational practices, and personnel policies.
- Assessing the quality of job descriptions and assuring compliance with classification, pay-scale and benefits evaluation, and benchmarking for competitiveness.
- Assessing mandatory training needs.
- Assessment of the staffing and tasks assigned to the HR function or that could/should be performed by the HR function (payroll, safety, benefits, workers compensation administration, insurance, etc.) and recommend improvements, as well as recommendations for ongoing needs. Specifically, as the Center grows, would the organization benefit from contracting with an HR firm to oversee the functions or hire dedicated staff to build a department?
- Assess and provide temporary assistance with the administration of benefits plans, including developing specifications for the competitive procurement of related services. Provide cost estimates for additional employee benefits such as retirement investments and life insurance.
- Review the employee handbook and make recommendations.
- Review and improve existing procedures for on-boarding, promotion, discipline, performance improvement, annual evaluations, leave issues, and separation of employees.





PROVIDE ON-GOING PAYROLL SERVICES

- Process bi-weekly payroll, manage deductions
- Employment verification, onboarding
- Benefits administration
- Provide ongoing compensation and benefits support services

HOW TO RESPOND TO THIS RFP

APPROACH

Proposals should describe the consultant's approach to providing the specialized HR consulting services required to meet the Center's needs. The proposal should make clear why the Center should select the consultant instead of one of its competitors. Highlight your firm's unique qualifications, experience, approach, background, added services, technologies, innovations, or other characteristics that make it the best choice.

SUBMISSION REQUIREMENTS

PA Wilds Center requests that the submitted proposal address the subjects with specificity. We are looking for a secure, efficient process that enhances rather than hinders our productivity and quality of service and practical, affordable informational technology systems.

Due to the nature of this proposal, it is requested that each proposal be brief and to the point and consist of at most 8 pages. Proposals should be emailed no later than October 15, 2023 attn: Abbi Peters to forms@pawildscenter.org.

Each proposal shall provide the following information:

LETTER OF TRANSMITTAL

Must contain the following statements and information:

- Company name, address, telephone number(s), and website.
- Name, title, email address, and telephone number of the person(s) to contact, who are authorized to represent the proposer, and to whom correspondence should be directed.
- A brief statement of your understanding of the services to be performed and a positive commitment to provide services as specified.
- The letter must be signed by a corporate officer or person authorized to bind the vendor to the proposal and cost schedule.
- A statement indicating that the proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with PA Wilds Center.
- A statement indicating the contract to be awarded does not obligate the PA Wilds Center to purchase additional software, HR tools, or information systems from the vendor.
- The applicant must provide documented proof of ability to obtain professional liability insurance, e.g., copy of insurance binder or letter from carrier promising to provide the required coverage.



PROFILE

Provide a short profile of the proposer, including at a minimum:

- Diversity and professional background of leadership and staff
- The principal(s) and their experience and qualifications
- The experience and qualifications of the “key” staff to be assigned to the project
- Number of clients in the nonprofit, human services sector
- Location of office to service the account

PROPOSAL

Must include the scope of work referenced above, and a good proposal will include:

- Description of the approach the proposer will use in providing the services requested.
- Description of how the proposer is positioned to provide the services requested, with a history of experience on providing similar services.
- A short description of how the proposer would provide a solution for the specific issues in the scope
- An estimated timeline (assume a December 1, 2023 start date) to complete each one-time task, and an ongoing hours per month estimate.
- Name, title, address, and telephone number of three references for clients, whom similar services have been provided, including a brief description of services performed.
- Scope of services beyond the RFP that the proposer provides which may be of interest to the PA Wilds Center.
- Proposal summary, including why the proposer is pursuing the work and how it is uniquely qualified to perform the services to the PA Wilds Center specifically.

ADDITIONAL INFORMATION

In addition to showing how you will meet the requirements outlined above, Proposers should also provide information regarding the following:

- Provide an overview of how proposers’ practices and recommendations remain up to date on all state and federal rules and regulations.
- Provide an overview of how proposers define, evaluate, and implement best practice solutions and recommendations.
- Explain how diversity, equity, and inclusion manifest in proposer’s work and how proposer would bring that lens to the PA Wilds Center’s company culture.
- At least three references, two of which must know the proposer’s human resources work with a public entity.
- If the proposer intends to use subcontractors or sub-consultants to perform more than 10% of the work that is the subject of this RFP, the proposer must include details regarding the sub-consultant or subcontractor’s qualifications. At a minimum, the proposal must include information regarding the sub-consultant or subcontractor’s business structure, experience, resumes, or other materials detailing the qualifications of key personnel.

FEE STRUCTURE

- Provide the Proposer’s fee structure, including appropriate “rate sheets.”



- A total, maximum price to accomplish all the work described in Scope of Work.
- A budget and fee structure for each category/task/subtask.
- Provide fee structure for services outside the Scope of Work.
- Budget should include account management fees, out-of-pocket expenses. Travel to and from the PA Wilds Center offices and the costs associated with it will be the responsibility of the Proposer. However, the PA Wilds Center reserves the right to adjust both the budget and related services.

DRAFT CONTRACT LANGUAGE

The successful Proposer(s) will enter into a contract for services with the PA Wilds Center and should submit a draft contract with their proposal.

- The duration of the initial contract between the PA Wilds Center and the successful Proposer is expected to begin upon the date of contract approval.
- The draft contract must estimate the billing rate or fee that would apply to each section of the scope above.

EVALUATION CRITERIA

The PA Wilds Center will evaluate each proposal according to the criteria listed below, considering the information provided in the proposal, references, and any other information about the Respondent and its performance.

Proposal Area	Points
OVERALL EXPERIENCE OF THE COMPANY & QUALIFICATIONS OF PERSONNEL Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, and references, as well as an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	40
LOCATION Preference will be given to PA Wilds-based companies.	10
STRATEGIC THINKING/PLANNING APPROACH Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here).	20
BUDGET APPROACH/COST-EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated concerning the budget allocation. The allocation is reasonable and appropriate.	30
TOTAL	100
Experience working with nonprofit organizations, especially those that serve rural communities and include a social enterprise arm. (additional potential points)	6





Proposals that are incomplete or do not conform to the requirements of this RFP may not be considered. PA Wilds Center reserves the right to request additional information, site visits, interviews, or presentations from one or more Respondents.

SUBMISSIONS

Proposals must be submitted to and received by the PA Wilds Center by 4 p.m. October 15, 2023, emailed to forms@pawildscenter.org.

