



April 9, 2024

Request for Proposal: Human Resources Services

The Connecticut Council on Soil and Water Conservation is a state agency set up by State Statute to assist the Commissioner of the Department of Energy and Environmental Protection (DEEP) with the coordination of soil and water conservation, protection, and management across the state. The Council brings together local, state, and federal agencies involved in such matters with its membership including the 5 Conservation Districts, DEEP, Dept of Agriculture, UConn Extension, USDA Natural Resource Conservation Service, USDA Farm Service Agency, CT Agricultural Experiment Station, and the CT Resource Conservation and Development. There is a similar coordinating body in every state, creating a national network of state soil and water conservation agencies providing for technical transfer of scientific knowledge and best practices across the nation.

As part of a grant funded by the USDA Natural Resource Conservation Service, we are seeking proposals from qualified individual contractors to provide human resources services to our organization. The selected individual contractor will work closely with the grant administrator to support the HR needs of this specific contract, including but not limited to the recruitment and hiring process, performance management, compensation and benefits administration, compliance, and HR policy development.

Specifically, these services will support the hiring of **five new W-2 staff positions for Project Assistant to work for five different non-profit organizations (Conservation Districts) in the state of Connecticut and ensure that these positions are filled for the duration of the project (4 years). The qualified individual contractor will be engaged on an hourly basis, and it is estimated that the workload will be declining in years 2, 3 and 4 of the project. In year 1, it is estimated that the workload will be 6 hours/week.**

Key Requirements:

Expertise: The qualified individual contractor should demonstrate expertise and experience in providing HR services, particularly within the small non-profit sector.

Tailored Solutions: The qualified individual contractor should propose solutions that are tailored to the unique needs of this contract.

Availability: The qualified individual contractor must be willing to stay with the project for a period of 3 to 4 years, during which time there will be a decrease in the number of hours required as the project advances.



Compliance: The qualified individual contractor must ensure compliance with all relevant federal, state, and local employment laws and regulations.

Cost-Effectiveness: The qualified individual contractor should provide competitive pricing for their services, demonstrating value for the resources invested.

Communication: The qualified individual contractor should maintain open and transparent communication channels with our organization, providing regular updates and responsiveness to inquiries.

Proposal Submission Guidelines:

Interested qualified individual contractors are invited to submit a comprehensive proposal addressing the following:

1. Overview of the qualified individual contractor's experience and qualifications, including relevant client references.
2. Proposed approach to providing HR services to our organization, including a plan to hire and maintain 5 positions, each as a W2 employee of one of the 5 Conservation Districts in Connecticut.
3. Hourly rate, including any additional fees or expenses.
4. Any additional information or recommendations that may be relevant to our organization's HR needs.

Timeline:

RFP Issuance Date: April 15th, 2024

Proposal Submission Deadline: April 30th, 2024 at 5:00 PM.

Vendor Selection: May 15, 2024

Please submit your proposal electronically to Lilian Ruiz at ctcouncilswc@gmail.com no later than 5:00 PM on April 30th, 2024. Late submissions will not be considered.

A successful proposal will be the one that shows experience with the tasks required, a competitive rate, and a clear proposed approach.

We appreciate your interest in partnering with the CT Council on Soil and Water Conservation to support our mission through effective human resources management. Should you have any questions or require further clarification, please do not hesitate to contact Lilian Ruiz at ctcouncilswc@gmail.com.
