



United Planning Organization

REQUEST FOR PROPOSALS

RFP # 2022-09

OFFICE OF HUMAN RESOURCES ASSESSMENT

COVER PAGE

Solicitation Issue Date: Friday, October 21, 2022			
Solicitation Closing Date: Monday, November 21, 2022		Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia and is exempt from any state or federal taxes.			
Unless otherwise stated, all quoted prices shall be Free on Board (FOB) headquarter address inside			
Responses must be received by UPO Procurement Office on or before Monday, November 21, 2022 by 2:00 PM (EST)			
Electronic responses: Please submit your proposal to procurement@upo.org referencing "Office of Human Resources Assessment" in the subject line. <u>DO NOT send questions to this email address.</u> This is for receiving proposals only and this is not monitored on regular basis.			
For questions/information, please email at rhaque@upo.org referencing "Office of Human Resources Assessment" in the subject line. Your questions will be answered within three (3) business days and will be posted on the UPO website. Questions/information must be emailed no later than COB on Monday, November 07, 2022 . Questions sent to procurement@upo.org will not be answered.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the proposal.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID#:			
Print Name	Title	Authorized Signature	Date

Table of Contents

COVER PAGE	2
I. PURPOSE: REQUEST FOR PROPOSALS (“RFP”)	4
II. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND	4
III. UPO DEVELOPMENT GOALS	5
IV. CONTENT OF PROPOSAL	6
V. QUALIFICATION REQUIREMENTS	7
VI. PROPOSAL REQUIREMENTS	8
A. General Requirements	8
B. Special Requirements	8
VII. EVALUATION CRITERIA	9
VIII. GENERAL TERMS AND CONDITIONS	10
IX. APPENDIX A: Vendor Identification Form	15

I. PURPOSE: REQUEST FOR PROPOSALS (“RFP”)

The United Planning Organization (UPO) seeks a qualified firm to submit proposals for consulting services to perform an independent, third-party, comprehensive assessment of the Office of Human Resources. This review will assess the current state of office structure and staffing, policies and standard operating procedures (SOP), effective use of current HR technology, as well as HR operational best practices.

In addition to the current state review, the consulting effort will provide future state recommendations with emphasis on best practices, most effective use of human and technological resources, as well as comprehensive communications with internal/external customers, and business partners. These assessments will be used to help guide the Office of Human Resources’ development of the next 3-year strategic plan.

II. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO is a 501(c)(3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC), providing leadership, support, and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined.

UPO is a non-profit human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- a. Early Head Start and other childcare programs that make measurable differences in the education of our youngest and their families
- b. Job placement and career development services
- c. Job and vocational training via the Workforce Institute
- d. Comprehensive youth services with scholarships for DC residents
- e. Homeless transportation services
- f. Training programs designed to prepare participants for skilled employment
- g. Substance abuse treatment programs to treat and overcome addictions
- h. Tax preparation and e-filing community-based tax preparation services
- i. Housing counseling services that help alleviate predatory lending, avoid foreclosures, and prepare customers for home ownership
- j. Affordable housing partnerships, permanent supportive housing, and resident services

UPO Office of Human Resources Structure:

The UPO Office of Human Resources currently consists of 9 positions:

- a) Vice President, Human Resources
 - b) Director, Human Resources
 - c) HR Assistant
 - d) HR Benefits & Compensation Specialist
 - e) HR Compliance Specialist
 - f) HR Generalist/Employee Relations (Vacant)
 - g) Recruiters (2)
 - h) Instructional Specialist
- **HRIS System:** ADP
 - **Payroll System:** ADP (bi-weekly payroll for approximately 400 staff)
 - **Budget:** \$35M (approximate)

The UPO budget consists of funding from several government (federal and local) entities as well as private revenue sources. Approximately 97% of the organization's revenue is from government grant funding.

III. UPO PROJECT GOALS

UPO seeks an experienced, qualified consultant to plan and administer a third-party assessment of its human resources operations. The assessment will provide:

- Comprehensive assessment of HR's operations and staffing level in relation to the agency's size, budget level, and business operations.
- Comprehensive review of current staffing structure and organizational chart compared to the organization's human resources' operational needs. The consultant's report shall include recommendations for reorganization of the structure and/or positions required to meet an optimal standard of performance for the HR office.
- Assessment of functional assignments and staffing level in relation to the company's size.
- Review of current HR position descriptions to ensure they meet the office's operational functions.
- Review of standard operating procedures, administrative policies, and regulatory compliance to minimize risks and ensure optimal performance and

management of expected outcomes, including processes that secure the integrity of confidentiality management and required regulatory reporting.

- Direct interviews with internal customers to assess needs/experiences.
- Cross training structure that would adhere to the appropriate checks and balances and internal controls for a high functioning HR office.
- Review of the current HR Manual and its updating to align current HR policies and processes with an emphasis on best practices and process improvement recommendations to guide operations, reporting, and customer service.
- Review of the current use of technology and subsequent systems and provide recommendation(s) that will serve to streamline HR processes, and workflow to minimize opportunities for human error and increase security and integrity across HR operations.
- Recommendations for a records management systems, both paper and electronic.
- Recommended dashboards for reporting to executive leadership and the Board of Directors
- Recommendations for operational improvement (an efficient and effective office structure) to be included in the organization's next strategic plan.
- Provide a quantitative assessment on the cost of vacant positions.

IV. CONTENT OF PROPOSAL

The proposal should completely, but succinctly, provide responses to items **A** through **F** below. There is no page limitation on attachments.

A. Background Information

General history and background of your company. If available, provide your company's brochure or other marketing information.

B. Personnel and Staffing

1. State the staff size and composition of your company. Identify the staff and other personnel who will be assigned to this project; including their personal biographies and experiences as related to this type of work.

2. State the extent to which any relevant services similar to those outlined in this RFP have been undertaken by your company and if assigned personnel participated in those assessments.

C. Scope of Services

Submitted proposals must comprehensively address the ability of the proposer to address the UPO Project Goals (Section III) of this RFP and provide the following:

1. Comprehensive project timeline, work plan and budget (delivered within 15 business days of an executed contract)
2. Discovery phase outline and recommended UPO staff and/or stakeholders for interviews.
3. Period of Performance should not exceed 60 calendar days
4. Provide a comprehensive report addressing items in Section III. UPO Project Goals at least 15 business days prior to the completion of the project for discussion and review with executive management.
5. Present UPO with detailed invoices for services rendered by the 5th of the month.
6. Deliver contractual obligation on time and on budget.

D. Statement of Expertise and Experience

1. Detail your company's capabilities and qualifications to provide services to meet the deliverables of the RFP.
2. List the relevant engagements in which your company has participated in the past 3 years. This should be in the form of a brief narrative with a listing of the transactions. Any listing should indicate the role of your company and whether the individuals that would be assigned to the UPO account participated in that prior engagement.

E. Fees and Expenses

1. For the above program, provide a budget and fee structure.
2. Detailed billing reports must be available upon UPO request.

F. References

Provide a minimum of three references, preferably other community-based non-profit agencies and/or non-profit 501(c)(3) organizations with deferral funding. Include contact person's name, mailing address, e-mail address, telephone, and fax numbers.

V. QUALIFICATION REQUIREMENTS

UPO will review each Proposal to determine which one, if any, is the most advantageous to fit its needs. Required qualifications for consultants are detailed below:

1. Experience in human resources operations assessment.
2. Experience in assessing non-profit entities receiving government funding.
4. Experience and capacity to complete outcomes outlined in RFP.
5. Experience with similar projects of similar size and scope.
6. Experience and ability to complete program within the time frames set forth in the agreement and based on applicant's track record on similar projects.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP electronically to procurement@upo.org referencing "Human Resources Operations Assessment RFP#2022-09" in the subject line. No other distribution of the proposals shall be made by the proposer.
2. Proposal shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or given a lower evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP so that UPO may properly evaluate proposer's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.
4. Proposers shall respond to the items in the order they are shown in the RFP.
5. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.
6. If vendor is chosen, throughout contract period, vendor will submit to UPO monitoring, be responsible for detailed written and verbal reporting as requested and will meet with UPO team members at least twice a month. Vendor will prepare and deliver a final power point presentation regarding participants in program, outcomes reached, quantitative & qualitative data, and success story highlights.

B. Special Requirements

All pages of the proposal should be numbered, and should be addressed in the proposal in the following order:

1. Completed and signed RFP Cover Page.
2. Completed and signed Attachments as detailed in Section IV: A - F (Content of Proposal).
3. Completed and signed Vendor Identification Form
4. Copy of current Business license(s) and certifications
5. Copy of current Certificate of Liability Insurance
6. W-9 Form

VII. EVALUATION CRITERIA

Proposals will be evaluated on a variety of factors including the quality of the proposal and experience with similar programs.

The Proposer's overall methodology and approach to successfully providing the Scope of Services will be evaluated. Proposals will be evaluated on, but not limited to the following:

- Responsiveness to Section III. Project Goals.
 - Experience assessing human resources' operations best practices and emerging trends for overall efficiency, operations, and management
 - Experience advising on HR operations' business technologies
 - Processes and/or measures for analysis and recommendations
 - Knowledge of Uniform Guidance regulations pertaining to HR
 - Experience assessing and offering recommendations on HR operation manuals
 - Experience assessing and offering subsequent written comprehensive recommendations for evaluated entities.
1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies, or inaccuracies found within a response may result in a reduction of the evaluation rating.
 2. UPO reserves the right to: (a) reject any or all proposals, and (b) request clarifications from any or all proposers. Further, UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of UPO.

3. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, (c) are not meeting specifications, and (d) are not meeting the general terms and conditions.
4. UPO may request additional information or clarifications before making a final decision. UPO reserves the right to select the particular response which will best serve its business interests.
5. If a selection is made as a result of this RFP, it shall be awarded to the proposal that is considered most advantageous to UPO's goals.
6. Proposals will be evaluated on the basis of following criteria:
 - Adherence to RFP: The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
 - Qualifications and experience: The proposer's past experience and performance on comparable engagements.
 - Reasonableness of cost: A total dollar amount for the service requested and the detailed breakdown provided with the proposal, if applicable.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO. Any changes to any contracts will be made by the execution of a mutually agreed amendment.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor. Contractor shall be liable for any and all damages sustained by UPO as a result of contractor's failure to complete such work in progress.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits, and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner

contractor's fulfillment of the contract.

4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
8. **Informal Communications:** From the date of receipt of this RFP by each contractor until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of

contact for information, comments, etc., and they shall be emailed.

9. Formal Communications: From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
10. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
11. Small or Minority or Women-Owned Enterprises: Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. Payment Terms: Preferred invoice payment terms will be 2% 10, net 45 days from date of invoice. ACH is the preferred method of payment by UPO, and the selected proposer (contractor) will be provided an ACH form to fill out prior to the execution of any contract. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three years thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
14. Indemnification: Proposer shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Amendment: In the event that it becomes necessary to revise this RFP, in whole or in part, an Amendment will be issued and posted on UPO website for information of all prospective proposers and that Amendment needs to be acknowledged in the proposal: <http://www.upo.org/work-with-us/#rfp>
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late proposals will be dated, marked as received late, and placed unopened in the solicitation file. Proposers must pay particular attention to ensure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected proposer (contractor) will be formally notified by email. Other notifications will not be honored and should not be considered as a valid offer of award. **The award is not, and should not be construed as, the formation of a contract, nor does it guarantee that UPO will enter into a contract with the awarded proposer. A formal contract will be generated and supplied by UPO, at its sole discretion, after the award notification is delivered.**
21. Certifications: Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:

- a. Certification that it nor its principles are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
- b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.

22. Acknowledgement: By submitting a proposal, the proposer represents that:

- The proposer has read and understands the RFP and submits the response in accordance therewith.
- The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The proposer has all the required licenses and insurance.

23. Claims: No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

IX. Vendor Identification Form



VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)

Company/Individual's Name:	-----		
Doing Business As (DBA):	-----		
Company Federal ID # or Social Security #:	-----		
Address:	-----		
Remit To Address:	-----		
Telephone:	-----		
Fax:	-----		
Email:	-----		
Web address:	-----		
Main Contact Person:	-----		
Person responsible for response (if different):	-----		
Print Name	Title	Authorized Signature	Date