

Chickasaw County

Request for Proposal (RFP) for Human Resources Services

The Chickasaw County Board of Supervisors (BOS) is requesting proposals for human resources services for the time period beginning July 1, 2019 and ending June 30, 2020. The human resources services sought by the county include, but are not limited to the following:

- compliance with federal and state employment laws, including, but not limited to: the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA),
- creating and updating job descriptions,
- hiring practices,
- employee discipline,
- employee termination or separation from employment,
- investigation of harassment allegations,
- handbook development to include revisions and updates to comply with federal and state law or as requested,
- unemployment claims (in conjunction with the county's current liability carrier) and
- worker's compensation claims (in conjunction with the county's current liability carrier).

The BOS requests a written response to this RFP to include the following information:

- proposed fee for services on an hourly basis or set rate with a description of services covered in the set rate,
- acknowledgement that the firm is available to provide services beginning July 1, 2019 in human resources to include, but not limited to the aforementioned matters and
- references from current clients.

PLEASE QUOTE YOUR FEE FOR A ONE YEAR CONTRACT AND PLEASE QUOTE YOUR FEE FOR A TWO YEAR CONTRACT

Please feel free to include additional information that may be helpful to the BOS. Written responses are to be received by the Chickasaw County Auditor no later than 4:00 P.M. on Friday, May 3, 2019. The RFP's may be submitted in person at the Auditor's Office Monday through Friday from 8:30 AM-4:30 PM located on the 2nd Floor Chickasaw County Courthouse, 8 East Prospect Street, New Hampton, Iowa or by U.S. mail to Chickasaw County Board of Supervisors, P.O. Box 311, New Hampton, IA 50659. The Board of Supervisors will review the Request for Proposal (RFP's) at the Board meeting on Monday, May 6, 2019, to allow the Board members an opportunity to review the RFP's prior to the regularly scheduled May 13, 2019. The Board will defer discussing the RFP's until the regularly scheduled meeting May 13, 2019. The Board of Supervisors will also allow presentations at the public meeting on Monday, May 13, 2019 by any person or entity that has submitted a timely written response to this Request for Proposal (RFP). **IF YOU WISH TO PRESENT TO THE BOARD OF SUPERVISORS ON MONDAY, MAY 13, 2019, PLEASE INDICATE YOUR DESIRE TO DO SO IN YOUR RESPONSE TO THE RFP.**