

Request for Proposals

Human Resources Consultant Services for New Orleans Business Alliance

New Orleans Business Alliance (NOLABA) requests a Human Resources Consultant Business proposal to conduct the organization’s manager and employee support with human resource services.

All quotes and proposals should be submitted to: Attn: Victoria Miles, VP of Finance, 1250 Poydras Street, Suite 2150, New Orleans, LA 70113. One (1) electronic copy in PDF format must be submitted by **5:00 PM DAY May 24, 2023, to vmiles@nolaba.org with the subject line “NOLABA RFP: Human Resources Consultant”.**

NOLABA reserves the right to accept or reject any and all proposals and/or any portions of proposals.

All documents submitted are subject to subject to the Louisiana Public Records Act (La. R.S. 44:1 et seq.). Any emails sent or received by Organization employees are potentially subject to these laws. Unless otherwise exempted from the Public Records Act, senders and receivers of Organization email or other records should presume that all information sent are a matter of public record, and are therefore subject to public inspection upon request. To comply with the Public Records Act, the Organization keeps all hard documents and electronic correspondence in accordance with its Document Retention Policy.

Additional information may be obtained by contacting the New Orleans Business Alliance at 504-291-4656 or vmiles@nolaba.org.

Submittals that are incomplete, unclear, or fail to comply with the requirements as outlined in the instructions may be rejected.

CONTRACT OPPORTUNITY DESCRIPTION

Description of Entity

The New Orleans Business Alliance (NOLABA) is the official non-profit organization tasked with leading economic development initiatives for Orleans Parish. We are a public-private partnership between the City of New Orleans and private investors from the local community. The vision of NOLABA is to reposition New Orleans as the next great American city for business investment, quality of life and economic opportunity.

We have a mission to unite a diverse community of stakeholders to catalyze job growth, create wealth, and build an equitable and sustainable economic future for New Orleans. NOLABA's goal is to unify partners and stakeholders to design and build a solid economic foundation for New Orleans: a collaborative and business friendly environment fueled by a unique culture and dynamism unequalled anywhere in the world.

Scope of Solicitation

Overview

NOLABA seeks to engage a Human Resource Consultant to screen, recruit, and train employees, implement employee processes, and consult on human resources and other matters as required.

Scope of Services:

1. Recruitment Services
2. Administration for keeping tracking of required onboarding documents
3. Support of compensation and benefits management
4. Training and development opportunities
5. Employee relations and performance management

All of the above must be administered every month throughout each fiscal year. In addition, NOLABA requires the knowledge and integrity of the Human Resource Consultant consistently meet the requirements standards of policy and procedures.

Response Process

Primary RFP Contact

Please direct all inquiries regarding to this RFP to:

Victoria Miles, VP of Finance
New Orleans Business Alliance
vmiles@nolaba.org
(504) 291-4656

Response Delivery Instructions

We encourage informative and concise proposals that **do not exceed 8 pages**, including examples, value added resources and relevant experience. Submissions should be in either Word or PDF formats only.

Please submit all responses via electronic delivery no later than **5PM, DAY May 24, 2023**, to:

Victoria Miles, VP of Finance
vmiles@nolaba.org

All proposals ***must*** include the following information to be considered for review:

Contact Information

- Company's Full Name, Address, Federal Employer Identification Number
- Primary Contact's Full Name, Telephone Number, Email Address

Any response received after the delivery date specified will not be considered without prior written or electronic approval. **Submittals that are incomplete, unclear, or fail to comply with the requirements as outlined in the instructions may be rejected.**

All proposals must also include:

- a.) Evidence of the business qualifications to provide the above services.
- b.) Background and experience in human resources.
- c.) The size and organizational structure of the Human Resource Business.
- d.) Statement of the business understanding of work to be performed;
- e.) A proposed timeline for the fieldwork statutes to be used each month providing service.
- f.) Proposed fee structure and the maximum fee that would be charged;
- g.) Detailed breakout of your business billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- h.) Names of the staff who will be assigned to our company and provide biographies.
- i.) Copy of your business most recent peer review report, the related letter of comments, and the business response to the letter of comments.
- j.) References and contact information from at least 3 comparable Human Resources consultant clients.
- k.) Evidence of status as a *Disadvantaged Business Enterprise* (DBE) as certified by the City of New Orleans and/or the State of Louisiana, if applicable.

Your business proposal must be received by COB DAY May 24, 2023. Please send your proposal to Victoria Miles, VP of Finance, via email: vmiles@nolaba.org. We look forward to receiving your proposal.

Selection Criteria & Process

Selection Criteria

NOLABA will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. NOLABA is not obligated to select the lowest price bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Demonstrated customer service quality and support
- Previous relevant experience
- Vendor strength and stability
- Account management
- Financial considerations
- Disadvantaged Business Enterprise (DBE) certification

Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses, as well as clarification of information as deemed necessary by the evaluation team.
- Identification of 2-3 final candidates to conduct in-depth review of capabilities, including finalist interviews.

Key Dates

Below is a general timeline outlining the process steps with estimated dates for each step. By participating in the RFP process, respondent businesses agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Posted	05/10/2023
Responses Due	05/24/2023
Response Analysis / Finalists Selection & Interviews	05/26/2023
Selection / Award Contract	05/30/2023
HR Consultant "Go Live" Date	06/01/2023

Thank You

The New Orleans Business Alliance looks forward to reviewing your response and would like to thank you in advance for participating. The Human Resource Consultant Services selection process is very important to our continued success and represents a significant focus of effort for NOLABA. We appreciate and value your input, expertise, and feedback.