

SOLICITATION OF QUOTES

ON-CALL HUMAN RESOURCE CONSULTING SERVICES

The Town of Raynham invites you to submit written quotations for **(1) Conducting an initial HR Audit, (2) Development of Personnel Policies and Procedures, (3) Conduct and oversee training, (4) Ongoing “on-call” HR Services**

Background:

The Town of Raynham with a population 16,000+/-, has 115 full-time, and 276 part-time employees. The Town departments consist of: Selectmen’s Office, Treasurer-Collector, Town Clerk, Assessors, Accounting Department, Board of Health, Veteran’s Services, Building-Planning, Fire, Police, Parks and Rec, Council on Aging, Highway, Sewer, and soon to be Library. The inclusion of the library will add one additional full-time and 15 part-time employees.

The Town has five unions representing various employees and departments. Most non-union, full-time, employees have independent one, two, or three year contracts, each individually bargained between the employee and the Selectmen. Employees with the Town have subsidized health insurance as the only health and wellness benefit, dental is a voluntary benefit, along with short-term disability. Hiring and discipline is done individually by department with union employees covered by contractual procedures. The Town’s “employee handbook” is a document consisting of 14 different policies established at various times over the last 20 years.

Organizationally, the Town is very horizontal, with many of the above listed departments reporting to separately elected boards, committees, or commissions. This has made for a challenging HR environment with inconsistent and individual policies and practices. The Town is beginning a review by the Collins Center to examine this and other areas of the organization that have presented challenges as the Town has grown.

Quote Requirements:

- 1) Please provide descriptive information about your consulting practice including but not limited to the date established/incorporated, names of officers, mission or purpose statement, affiliations with relevant human resource organizations, biographies of all the principals, and other information that will assist the Town in determining your practice’s qualifications to perform the work.
- 2) Please provide a list of no fewer than three (3) Massachusetts current or past municipal clients, including dates and years served, types of services provided, and any other relevant information.
- 3) **Please provide a quote on the full PROJECT SCOPE.** Please also identify the anticipated costs for each portion of the PROJECT SCOPE:

PROJECT SCOPE

- 1) Conduct an initial organization-wide HR audit to determine areas of improvement and establish short and long-term project priorities.

- 2) Review and development of Human Resources Policies or Handbook in accordance with industry best practices and Raynham's Personnel Policies and Practices.
- 3) Conducting web-based or on-site HR training ensuring employees are trained on mandatory topics such as discrimination and anti-harassment in addition to providing other progressive employee/supervisor training opportunities. Ensure that employees and supervisors have a continuous professional development program in place.
- 4) Ongoing "on-call" HR Services – to be available by email, phone, or prearranged in-person meetings. Providing the Town Administrator and Department Heads.

Deadline to submit quotations: FRIDAY, October 9th, 2020 AT 11:30 AM

Quotes must be submitted in writing by one of the following two methods:

- 1) Email to gwaters@townofraynham.org with subject Line: **HR Consulting Quote**, or
- 2) Mail to Town Administrator, 558 South Main Street, Raynham, MA 02767

Contact Town Administrator Graham Waters, gwaters@townofraynham.org with any questions regarding this Request for Quotes.