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Request for Proposal

Community and Economic Development Associates (CEDA) is a 501c3 nonprofit that provides economic development support to rural communities in the upper Midwest. Throughout the past fifteen years, CEDA has grown from ten employees to 44 employees, and with that growth has come a need for more dedicated human resource processes. To date, all human resource related activities, from recruitment to personnel policy compliance to managing time sheets, have been done by the executive team members. Our Personnel Policy has been updated 2x in the past year.

CEDA is seeking to hire a human resource management firm to build out an internal position within the unique framework of our organization.

We have requested feedback from our team members as to what their thoughts are for what the expectations are for a human resources contracted firm. The responses include:

HR List of Duties/Expectations

1. Deals with benefits and insurance
2. Maintains legal compliance and deal with legal issues
3. Recruitment
 - a. Writes job descriptions
 - b. Posts jobs, places ads
 - c. Fields inquiries and questions about future employment
4. Keeps employee files
5. Onboarding as it relates to employment (not economic development content)
6. Employee development
 - a. Documentation of employee development, issues/complaints, etc
 - b. Writes and implements employee improvement plans
 - c. Supports regional directors/managers on personnel issues
 - i. Gather feedback from contracts on the personnel for their annual reviews
7. Creates and updates employee handbook and policies
 - a. Ongoing training for employees on any new policies or changes
8. Time sheets, time off requests
9. Have a background in HR to create more formalized, documented processes for all employees

10. Open to other thoughts and ideas

SCOPE OF WORK

CEDA is planning the development of a human resources department and rather than employing a direct hire to complete this work at this time, the organization would prefer to retain the services of a contracted human resources company to determine processes and procedures that should be utilized while completing this work.

SCOPE OF SERVICE

The selected human resources contracted company will be expected to provide services as needed by the company in a pre-determined Scope of Services.

The selected human resources contracted company be expected to actively engage in services beginning in June of 2024.

Interested firms are invited to submit a proposal to CEDA that conforms to the following format:

RFP RESPONSE OUTLINE

1. Experience
 - a. Provide examples of similar relationships where your firm has provided human resource services.
 - b. Please provide contact information/references for all relationship profiles provided.
2. Proposed Personnel
 - a. Identify the individuals from your firm who will be part of the team. Include a brief description of their roles and responsibilities.
 - b. Identify any divisions of work your firm is not capable of covering.
3. Contract, Fees and Reimbursable Costs
 - a. Investment needed from CEDA.
 - b. Fee should include overhead and profit.
 - c. Payment terms
4. Executive Summary
 - a. Please provide a one-page summary of why CEDA should utilize your firm as our human resources department.

RESPONSE AND SELECTION PROCESS

All questions should be directed to Ron Zeigler via email at ron.zeigler@cedausa.com. **Proposals are due Friday, April 12th at 4:00 p.m. CST.** Please submit your proposal via email to the email address shown above.