



RFP FOR HUMAN RESOURCES CONSULTING

Proposal Due Date: September 20, 2024

MotorCities National Heritage Area Partnership, Inc.

Submit Proposals to: spomaville@motorcities.org

PROJECT OVERVIEW

MotorCities National Heritage Area Partnership Inc., a member of the National Heritage Area System of the National Park Service, promotes, preserves and interprets the rich automotive and auto labor heritage of southeast and central Michigan. This heritage inspires residents and visitors with an appreciation of how the automobile changed Michigan, the national and the world. Our singular heritage is a source of pride for our communities and a positive economic and cultural influence on our region's future. We establish policies and programs that enable, support and respect the diversity, equity, inclusion and accessibility of the communities we serve.

As we pass from our 25th year of telling the auto heritage story, we are reimagining and overhauling our human resource policies, including:

- 1) Employee Handbook
- 2) Performance Management Procedures and Methods
- 3) Compensation Benefits Administration

PROJECT GOALS

We are seeking a consultant/HR firm who will:

- 1) Analyze existing policies and procedures for compliance updates and cutting-edge best practices
- 2) Suggest methods for integrating diversity, equity, inclusion and accessibility goals
- 3) Offer a variety of methodologies for performance measurement, compensation and benefits

SELECTION CRITERIA

The successful bidder will have a minimum of five years of proven experience as a human resources or consultant with knowledge of legal compliance and human resource best practices. They will be skilled at analyzing a large amount of data and transforming it into a manageable plan. They will be detail-oriented and possess excellent writing skills.

TIMELINE

The firm/consultant will have regular meetings with MotorCities NHA Executive Director and Deputy Director who together oversee administration human resources. The remaining meetings can be virtual. Frequency will be on a mutually agreed upon basis.

By September 20, 2024: Submit a bid package to spomaville@motorcities.org consisting of the following:

- a. Description of your firm's qualifications, experience and certifications
- b. Description of relevant past clients, particularly nonprofit clients, and the work performed for each
- c. A one-page narrative of your approach/action plan for the reimagining/overhaul of the MotorCities National Heritage Area human resources policies and procedures

September 27, 2024: MotorCities National Heritage Area selects the winning proposal following interviews

October 1, 2024: Contract begins

November 1, 2024: Analysis, recommendations and delivery of revised Employee Handbook

December 1, 2024: Analysis, recommendations and delivery of revised Performance Management & Methods

January 1, 2025: Analysis, recommendations and delivery of revised Compensation and Benefits administration

BUDGET: \$ 8,000 including all expenses

CONTACT: Shawn Pomaville-Size, Executive Director

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