

Request for Proposal (RFP): HR Contractor for 4-H Alberta

Issued by: 4-H Alberta
RR1 Site 7 Box 1
Westerose, AB T0C 2V0

RFP Issue Date: November 1, 2024
RFP Closing Date: November 20, 2024

Overview

4-H Alberta is seeking proposals from qualified individuals or firms to provide human resource (HR) advisory and administrative services. This RFP is for an independent contractor and HR professional who will support the staff, CEO, and Board of Directors on various HR-related tasks, including contracts/agreements, questions, performance management support, and promptly investigating and resolving volunteer or staff conflicts as needed, as well as additional HR-related tasks as assigned by the CEO. All tasks must be completed with timely responses, meeting agreed-upon deadlines.

Scope of Work

The HR contractor will be responsible for providing the following services:

HR Advisory and Administrative Support

- Provide support for various HR-related inquiries as requested by 4-H staff and board members.
- Report to the CEO and work for the Board if specifically requested, solely on matters related to the management and performance review of the CEO.
- Promptly investigate and resolve volunteer/staff conflicts and incidents as assigned by the CEO.

Board Consultation and Compliance Support

- As required, assist the Board with specialised HR guidance, including assessing and managing whistleblower or petition cases if they arise, ensuring alignment with relevant HR policies and procedures.

CEO Performance Review Support

- Assist the Board in conducting an annual performance review for the CEO, which typically occurs from January to March each year. This includes providing frameworks and guidelines, collecting relevant data, and preparing final review documentation at least one week in advance of any planned meetings.

General HR Support and Timely Responses

- Review and implement HR policies and initiatives as requested by the CEO.
 - Support onboarding processes for new staff, assist with preparing and managing employment agreements, and handle other HR tasks as assigned.
 - Ensure timely responses and adherence to deadlines, providing regular updates to the CEO and the Board on HR matters.
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Qualifications

The contractor must have:

- Extensive experience in HR consulting and advisory roles.
 - Responsiveness and the ability to meet deadlines.
 - Strong knowledge of whistleblower protocols, OH&S regulations, performance management, conflict resolution, volunteer conflict investigation, onboarding, and general HR administration.
 - Proven ability to investigate and resolve HR-related conflicts, including volunteer cases if assigned, with a high degree of discretion and professionalism.
 - Excellent interpersonal skills and the ability to handle sensitive matters with confidentiality.
 - Experience working with non-profit organisations is preferred.
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Term and Compensation

The initial term of the contract will be for a period of **one year** starting on December 1, 2024. After the first year, the agreement will shift to a month-to-month basis and may be cancelled with one month's written notice, or renewed upon mutual agreement.

A retainer arrangement is available, with monthly costs up to \$1,000 requiring CEO approval for any additional hours or expenses.

Submission Requirements

Interested contractors are required to submit a proposal that includes the following:

- A cover letter outlining your interest in the contract and your relevant experience.
 - A detailed proposal describing how you plan to deliver the required services, ensuring availability and responsiveness to the Board and CEO.
 - A resume or company profile showcasing relevant qualifications and experience.
 - At least two references from clients for whom similar services have been provided.
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Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications** – Demonstrated expertise in HR services, whistleblower management, conflict resolution, volunteer conflict investigation, CEO performance reviews, and general HR tasks.
 2. **Understanding of 4-H Alberta's Needs** – Evidence of a clear understanding of the scope of work and the challenges facing the organisation.
 3. **Approach and Methodology** – The proposed approach to delivering the required services, including how the contractor will ensure availability and responsiveness to the Board and CEO.
 4. **Cost and Value** – The overall value provided to 4-H Alberta, including flexibility and a proposed retainer arrangement.
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Submission Deadline and Contact Information

Proposals must be submitted no later than November 20, 2024. All proposals should be sent to:

Teresa Wasney

Executive Assistant, 4-H Alberta

Email: exec.assist@4hab.com