



**Request for Proposal # HRI EO - 2025-01**

*Human Resources Consultant for Job Description Review  
and Evaluation*

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**KEY DATES**

- RFP Release Date:** January 2, 2025
- Questions Due:** January 16, 2025
- RFP Updates Posted on or about:** January 24, 2025
- Proposals Due:** February 6, 2025, by 4:00 PM
- Contact Name & Address:** Karissa Benner  
Corporate Director, Human Resources  
Health Research, Inc.  
150 Broadway Suite 280  
Menands, NY 12204  
[Karissa.Benner@healthresearch.org](mailto:Karissa.Benner@healthresearch.org)

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## **I. Background and Purpose**

Health Research, Incorporated (HRI) employs individuals who directly perform public health and/or research activities, as well as individuals who indirectly support such activities. HRI is an independent 501(c)(3) not for profit corporation established in 1953. Its primary mission is to build a healthier future for NYS and beyond through the delivery of funding and program support to further public health and research programs. In general, HRI's role is to assist the NYS Department of Health, Roswell Park Comprehensive Cancer Center and HRI's other partners to be recognized as national leaders of innovation, collaborative research, and excellence in public health programs.

We seek to identify and engage a consultant to conduct a comprehensive review and evaluation of existing job descriptions for the HRI Albany Division only, which shall entail the evaluation of the specific job duties and qualifications contained within each description across all positions located in all departments of the organization.

HRI employs approximately 2216 employees overall, approximately 1377 of whom work in its Albany Division and the remainder in its Roswell Park Division. HRI's bargaining unit employees (80% overall) are represented by the private sector section of the Civil Service Employees Association, Inc. (CSEA).

Many of the job titles commonly held by HRI employees were initially modeled after New York State Department of Civil Service job titles utilized by the NYS Department of Health. Over the years, HRI has created many job titles to better fit the job duties performed by its employees, which has resulted in a rather large catalog of job titles, many of which are similar to one another yet with slightly differing minimum qualifications. The intent of this project is to broaden and refine HRI's minimum qualifications for our job titles, align years of experience with the respective salaries and market/industry standards, and to archive duplicative titles.

## **II. Who May Apply**

### **Eligibility Requirements**

HRI is seeking proposals from qualified Human Resources Consulting Firms.

Qualified consultants must have:

1. Five years demonstrated experience and expertise in job description evaluation.
2. Experience with non-profit organizations and institutions with Union-represented employees, of similar sizes and complexity.
3. The capacity to conduct the project both remotely and onsite in Menands, NY as deemed necessary by HRI.

## **III. Project Scope**

HRI seeks services for the comprehensive review and evaluation of existing job descriptions for approximately 270 job titles to enhance HRI's ability to recruit and retain talent, improve career mobility, ensure consistency across and within job classifications, across departments and strengthen alignment with organizational goals and industry standards. This project will include:

- Review and evaluate existing job descriptions for the Albany Division across various departments and positions within the organization. \*
- Review and evaluate existing job descriptions within each job title series\*\* to better define career paths and ensure that increases in levels of responsibility are reasonable and consistent.
- Identification of existing job descriptions across the review of differing job titles that entail similar scopes of work for the purpose of eliminating duplicative job titles.

- Review and evaluate minimum qualifications of existing job titles and recommend revisions in alignment with salary structures and market standards, as appropriate, to attract talent and improve career paths for existing employees.
- Develop core competencies for the established job titles.

\*Each employee's job description contains the employee's job title, grade level, minimum and preferred qualifications, and details of the primary responsibilities and related duties. Specific job duties may vary among incumbents who hold the same job title.

\*\* A portion of the job titles held by HRI employees are part of a job title series, such as Assistant Research Scientist, Research Scientist I, Research Scientist II, Research Scientist III, and in some cases are in line with New York State Department of Civil Service job titles.

The selected bidder will need to clearly articulate and present the results of the evaluation to HRI Human Resources and other stakeholders for consideration.

Following the presentation of the results, the consultant will develop a plan to:

- Eliminate job titles where appropriate and streamline the job title catalog.
- Create a standardized job description library. Create a process for maintaining the library and standardization long-term.
- Revise minimum qualifications of positions in a manner that ensures fairness and consistency across each grade level and reflects increased responsibility from one grade level to the next.
- Revise existing job descriptions and reclassify existing positions, where deemed necessary.
- Incorporate core competencies into job descriptions.
- Prepare communications to employees and hiring managers as needed for re-alignment of titles or classifications.

Interested parties should submit a proposal that includes hourly rates and anticipated total number of hours for the project to be completed as described. Bidders must respond to all questions and instructions.

#### **IV. Administrative Requirements**

##### **A. Issuing Agency**

This RFP is issued by Health Research, Inc. HRI is responsible for the requirements specified herein and for the evaluation of all proposals.

##### **B. Question and Answer Phase:**

All substantive questions must be submitted in writing to:

Karissa Benner, Corporate Director, Human Resources: [Karissa.Benner@healthresearch.org](mailto:Karissa.Benner@healthresearch.org)

To the degree possible, each inquiry should cite the RFP section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this Request for Proposal.

Prospective bidders should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of a proposal.

This RFP has been posted on HRI's public website at: <http://www.healthresearch.org/funding-opportunities>. Questions and answers, as well as any updates and/or modifications, will also be posted on HRI's website. All such updates will be posted by the date identified on the cover sheet of this RFP.

### **C. How to File a Proposal**

All proposals shall be submitted electronically to [hrihr@healthresearch.org](mailto:hrihr@healthresearch.org) by the date indicated in the schedule of events on the cover page of this RFP.

It is the bidder's responsibility to see that proposals are delivered to the email address above prior to the date and time specified above. Late proposals due to documentable delay may be considered at HRI's discretion.

### **D. Health Research, Inc. Reserves the Right to:**

1. Reject any or all proposals received in response to this RFP.
2. Withdraw the RFP at any time, at HRI's sole discretion.
3. Make an award under the RFP in whole or in part.
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP.
5. Seek clarifications and revisions of proposals.
6. Use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP.
7. Prior to application opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to proposal opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFP.
12. Conduct contract negotiations with the next responsible bidder, should HRI be unsuccessful in negotiating with the selected bidder.
13. Utilize any and all ideas submitted with the proposals received.

14. Unless otherwise specified in the RFP, every offer is firm and not revocable for a period of 60 days from the bid opening.
15. Waive or modify minor irregularities in proposals received after prior notification to the bidder.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal submitted to HRI and/or to determine an organization's compliance with the requirements of the RFP.
17. Negotiate with successful bidders within the scope of the RFP in the best interests of HRI.
18. Eliminate any mandatory, non-material specifications that cannot be complied with by all bidders.
19. Award contracts based on geographic or regional considerations to serve the best interests of HRI.

**E. Term of Contract**

The term of the contract will be dependent on the workplan outlined in the selected proposal.

**F. Payment & Reporting Requirements**

1. The contractor shall submit invoices and required reports of expenditures to:

Karissa Benner  
Health Research, Inc.  
150 Broadway, Suite 280  
Menands, NY 12204-2719  
[Karissa.Benner@healthresearch.org](mailto:Karissa.Benner@healthresearch.org)

2. The contractor shall submit a monthly report of activities in a format prescribed by HRI. All payment and reporting requirements will be detailed in Exhibit A of the final contract.

**G. General Specifications**

1. By signing the "Proposal Form" each bidder attests to its express authority to sign on behalf of the bidder.
2. Contractor will possess, at no cost to HRI or the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of a proposal indicates the bidder's acceptance of all conditions and terms contained in this RFP, including the terms and conditions of the contract. Any exceptions allowed by HRI during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the proposal.
4. A bidder may be disqualified from receiving awards if such bidder or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default
  - a. The services to be performed by the Bidder shall be at all times subject to the direction and control of HRI as to all matters arising in connection with or relating to the contract resulting from this RFP.
  - b. In the event that the Bidder, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFP, HRI shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Bidder.
6. Bidder must maintain an active registration in the System for Award Management (SAM) at SAM.gov, have no exclusions or delinquent federal debt.

## H. HRI Boilerplate Agreement

**THIS AGREEMENT**, made as of «Start\_Date» (the "Effective Date"), by and between **HEALTH RESEARCH, INC.**, a not for profit corporation organized and existing under the laws of the State of New York, with principal offices located at Riverview Center, 150 Broadway, Ste. 580, Menands, NY 12204, hereinafter referred to as **HRI**, and **«CONSULTANT\_NAME»**, located at «Address\_One», «Address\_Two»«City», «STATE», «Zip», herein after referred to as the **CONSULTANT**.

### WITNESSETH

**WHEREAS**, HRI desires the Consultant's performance of certain services in connection with a project entitled "«Project\_Title»"; and,

**WHEREAS**, Consultant has represented to HRI that "he/she/it" is competent, willing and able to perform such services for HRI.

**NOW THEREFORE**, in consideration of the promises, mutual covenants, and agreements contained herein, it is mutually agreed by and between the respective parties as follows:

1. Consultant agrees to perform, as an independent contractor and not as an employee or agent of HRI, all the services set forth in Exhibit "A", appended hereto and made a part hereof, to the satisfaction of HRI's Principal Investigator, «PI\_Name».
2. The Agreement shall be effective and allowable costs may be incurred by the Consultant from the Effective Date and shall continue until «End\_Date» (the "Term") unless terminated sooner as hereinafter provided or extended by written agreement of the parties.
3. In full and complete consideration of Consultant's performance hereunder, HRI agrees to compensate Consultant pursuant to the breakdown in Exhibit "A" attached. Final invoices are due within 60 days of the termination date of this Agreement. Requests received after this 60-day period may not be honored. Any reimbursement payable hereunder by HRI to the Consultant shall be subject to retroactive reductions and/or repayment for amounts included therein which are identified by HRI, on the basis of any review or audit, to not constitute an allowable cost or charge hereunder.

4. The Scope of Work and Budget in Exhibit "A" may be modified as conditions warrant by mutual agreement between HRI and Consultant, and confirmed in writing. In no event shall the total consideration under this Agreement exceed Total Contract Amount Typed Out Dollars (\$«Total\_Contract\_Amt\_In\_Numbers»).
5. Consultant acknowledges and agrees that all work products, deliverables, designs, writings, inventions, discoveries, and related materials, (collectively "Works") made, produced or delivered by Consultant in the performance of its obligations hereunder will be owned exclusively by HRI. All copyrightable Works are "works made for hire". Consultant will assign, and hereby assigns and transfers, to HRI all intellectual property rights in and to Works, including without limitation, copyrights, patent rights, trademark rights, and trade secret rights. Consultant further agrees that "he/she/it" shall not claim or assert any proprietary interest in any of the data or materials required to be produced or delivered by Consultant in the performance of its obligation hereunder. Consultant warrants that all Works shall be original except for such portion from copyrighted works as may be included with Consultant's advance permission of the copyright owner(s) thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark or patent, statutory or other proprietary rights of others. Consultant further agrees that "he/she/it" will not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to this Agreement without the prior written consent of HRI.
6. Neither party shall use the name of the other or any adaptation, abbreviation or derivative of any of them, whether oral or written, without the prior written permission of the other party. For the purposes of this paragraph "party" on the part of HRI shall include the State of New York and the NYS Department of Health.
7. It is understood and agreed that the services to be rendered by Consultant are unique and that Consultant shall not assign, transfer, subcontract or otherwise dispose of its rights or duties hereunder, in whole or in part, to any other person, firm or corporation, without the advance written consent of HRI.
8. The nature of the relationship which the Consultant shall have to HRI pursuant to this Agreement shall be that of an independent contractor. Under no circumstance shall the Consultant be considered an employee or agent of HRI. This Agreement shall not be construed to contain any authority, either expressed or implied, enabling the Consultant to incur any expense or perform any act on behalf of HRI.
9. Consultant is solely responsible for complying with all applicable laws, including but not limited to those specified in Appendix "A", and obtaining, at Consultant's sole expense, any and all licenses, permits, or authorizations necessary to perform services hereunder.
10. This Agreement shall be void and no force and effect unless Consultant shall provide and maintain coverage during the life of this Agreement for the benefit of such employees as are required to be covered by the provisions of Workers' Compensation Law.
11. Unless otherwise agreed by HRI, Consultant shall maintain, or cause to be maintained, during the Term of this Agreement, insurance or self-insurance equivalents of the following types and amounts: a) Commercial General Liability (CGL) with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate; b) HRI and the People of the State of New York shall be included as Additional Insureds on the Consultant's CGL, using ISO Additional Insured Endorsement CG 20 10 11 85 or an endorsement providing equivalent coverage to the Additional Insureds. The CGL insurance for the Additional Insureds shall be as broad as the coverage provided for the Named Insured Consultant. It shall apply as primary and non-contributing insurance before any insurance maintained by the Additional Insureds; c) other such insurance as may be specified by HRI, depending on the project and services provided by Consultant.
12. Consultant shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance of the services under this Agreement (collectively, "Records"). The Records must be kept for the balance of the calendar year in which they are created and for six years thereafter. HRI shall have reasonable access to such Records as necessary for the purposes of inspection, audit, and copying. Records shall be maintained as Confidential Information and protected from public disclosure.
13. This Agreement, including all applicable attachments and appendices thereto, represents the entire Agreement and understanding of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except in writing, duly executed by both parties hereto.



14. HRI may terminate this Agreement with or without cause at any time by giving advance notice, when, in its sole discretion, HRI determines that it is in the best interests of HRI to do so, or as directed by the project sponsor. Such termination shall not affect any commitments which, in the judgment of HRI, have become legally binding prior to the effective date of termination. Upon termination of the Agreement by either party for any reason, Consultant shall immediately turn over to HRI any works in progress, materials, and deliverables (whether completed or not) related to the services performed up to the date of termination. It is understood and agreed, however, that in the event that Consultant is in default upon any of its obligations, hereunder, at the time of such termination, such right of termination on the part of HRI shall expressly be in addition to any other rights or remedies which HRI may have against Consultant by reason of such default.
15. Consultant acknowledges and agrees that, during the course of performing services for HRI, it may receive information of a confidential nature, whether marked or unmarked ("Confidential Information"). Consultant agrees to protect such Confidential Information with the same degree of care it uses to protect its own confidential information of similar nature and importance, but with no less than reasonable care. Consultant will not use Confidential Information for any purpose other than to facilitate the provision of services under this Agreement, and Consultant will not disclose Confidential Information to any third party without HRI's advance written consent.
16. Consultant represents and warrants that: a) it has the full right and authority to enter into and perform under this Agreement; b) it will perform the services set forth in Exhibit "A" in a workmanlike manner consistent with applicable industry practices; c) the services, work products, and deliverables provided by Consultant will conform to the specifications in Exhibit "A"; d) there is no pending or threatened claim or litigation that would have a material adverse impact on its ability to perform as required by this Agreement.
17. Consultant shall have no interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity, that may create a conflict with the proper discharge of Consultant's duties under this Agreement. In the event any actual or potential conflict arises, Consultant agrees to notify HRI in writing within ten (10) days to allow HRI to evaluate any potential impact on Consultant's performance under this Agreement.
18. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend HRI, its agents, employees, officers, board members, the New York State Department of Health, and the People of the State of New York against all claims, damages, losses or expenses including but not limited to attorneys' fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense arises out of, or in connection with, any act or omission by Consultant, or anyone directly or indirectly employed or contracted by Consultant, in the performance of services under this Agreement, and such acts or omissions (i) constitute negligence, willful misconduct, or fraud; (ii) are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from; (iii) cause the breach of any confidentiality obligations set forth herein; (iv) relate to any claim for compensation and payment by any employee or agent of Consultant; (v) result in intellectual property infringement or misappropriation by Consultant, its employees, agents, or subcontractors; or (vi) are violations of regulatory or statutory provisions of the New York State Labor Law, OSHA or other governing rule or applicable law. The obligation of the Consultant to indemnify any party under this paragraph shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including workers' compensation or other employee benefit acts provided by the Consultant.
19. Should any provision of this Agreement be proven to be invalid or legally ineffective, the overall validity of this Agreement shall not be affected. Unless the parties agree on an amended provision, the invalid provision shall be deemed to be replaced by a valid provision accomplishing as far as possible the purpose and intent of the parties at the date of the Agreement.
20. The failure of HRI to assert a right hereunder or to insist on compliance with any term or condition of this Agreement shall not constitute a waiver of that right of HRI, or other rights of HRI under the Agreement, or excuse a subsequent failure to perform any such term or condition by Consultant.
21. This Agreement shall be governed and construed in accordance with the laws of the State of New York. The jurisdictional venue for any legal proceedings involving this Agreement shall be in the State of New York. Disputes involving this Agreement may not be submitted to binding arbitration.
22. In addition to the methods of process allowed by the State Civil Practice Law & Rules (CPLR), in any litigation arising under or with respect to this Agreement, Consultant hereby consents to the service of process upon it by registered or certified mail, return receipt requested, and will promptly notify HRI in writing in the event there is any change of address to which service of process can be made.

23. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Delivery of an executed signature page to the Agreement by facsimile transmission or PDF shall be as effective as delivery of a manually signed counterpart.

Consultant agrees to abide by the terms and conditions of Appendix "A" attached hereto and made a part hereof, including the provisions required for federally funded projects, if applicable.

### Appendix A

The parties to the attached Agreement further agree to be bound by the following terms, which are hereby made a part of said Agreement:

1. During the performance of the Agreement, the Consultant agrees as follows:

(a) Equal Opportunity and Non-Discrimination - Consultant acknowledges and agrees, whether or not required by Article 15 of the New York State Executive Law (also known as the Human Rights Law) or any other State or Federal statutory or constitutional non-discrimination or civil rights provisions, including but not limited to the American Disabilities Act, that Consultant will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy-related condition, military or veteran status, genetic predisposition or carrier status, marital or familial status, domestic violence victim status, individual's relationship or association with a member of a protected category or any other basis protected by state and federal law. Furthermore, Consultant agrees that neither it nor its authorized subcontractors, if any, shall, by reason of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy-related condition, military or veteran status, genetic predisposition or carrier status, marital or familial status, domestic violence victim status, individual's relationship or association with a member of a protected category or any other basis protected by applicable state and federal law: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. Consultant is subject to Section 220-e or Section 239 of the New York State Labor Law for work performed under this Agreement. Pursuant thereto, Consultant is subject to fines of \$50.00 per person per day for any violation of this provision, which may be deducted from any amounts payable under this Agreement, as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second or subsequent violation.

(b) This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a) which is hereby incorporated herein.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

(c) System for Award Management (SAM) - Consultant is required to register with SAM.gov and maintain active status as stated in 2 CFR Subtitle A, Chapter 1, and Part 25 of Code of Federal Regulations. Consultant must maintain the accuracy/currency of the information in SAM at all times during which your entity has an active agreement with HRI. Additionally, your entity is required to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information.

2. Whistleblower Policy - Congress has enacted whistleblower protection statute 41 U.S.C. 4712, which applies to all employees working for contractors, grantees, subcontractors, and sub-grantees on federal grants and contracts. This program requires all grantees, sub-grantees and subcontractors to: inform their employees working on any federally funded award they are subject to the whistleblower rights and remedies of the program; inform their employee in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and Contractors and grantees will include such requirements in any agreement made with a subcontractor or sub-grantee.

- (a) The statute (41 U.S.C. 4712) states that an “employee of a contractor, subcontractor, grantee [or sub-grantee] may not be discharged, demoted, or otherwise discriminated against as a reprisal for “whistleblowing”. In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.
- (b) Whistleblowing is defined as making a disclosure “that the employee reasonably believes is evidence of any of the following: gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant). To qualify under the statute, the employee’s disclosure must be made to: a Member of Congress or a representative of a Congressional committee; or an Inspector General; or the Government Accountability Office; or a Federal employee responsible for contract or grant oversight or management at the relevant agency; or an authorized official of the Department of Justice or other law enforcement agency; or a court or grand jury; a management official or other employee of the contractor, subcontractor, grantee or sub-grantee who has the responsibility to investigate, discover or address misconduct.
- (c) The Consultant shall require that the language of all of the above certifications will be included in the award documents for all subawards under this Agreement (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (d) The Consultant agrees to notify HRI immediately if there is a change in its status relating to any of the above certifications.
- (e) The following pertains only to Consultants located in New York City or doing business in New York City: Contractor agrees it is compliant with NYC Local Law 96 (2018) Stop Sexual Harassment in NYC Act.

## **V. Completing the Proposal**

### **A. Proposal Content**

The application should include the following components:

1. Cover page.
2. Project narrative.
3. Project budget.
4. Firm background.
5. References.

#### **COVER LETTER**

The letter should be signed by the firm’s authorized business official. Please supply contact information.

#### **NARRATIVE**

Include the answers to the following questions in your Narrative:

1. Do you have at least five years prior experience providing job description review and evaluation services?
2. Do you have experience providing consulting services to non-profit organizations with Union-represented employees?
3. How many employees are there in your company?
4. Do the individuals who will be performing work as described in this proposal have the capacity to travel to Menands, NY on an as-needed basis?

#### **SERVICES**

1. What staff would HRI have direct access to on a day-to-day basis for questions (a list of specific individuals is not required, list titles and a short overview of the role)?

2. What services, in relation to job description evaluation, does your agency provide to organizations similar to HRI?
3. Briefly describe the approach you would use to help HRI meet its goals as described in the project scope.

Describe any other facet of your organization and your firm's experience that are relevant to this proposal which have not been previously described and for which your fee warrants consideration.

## **PROJECT BUDGET**

Describe your proposed form of compensation for this project.

If you charge fees for consulting and employee communication, please indicate the basis of your charges (hourly, by project, or other) and what typical charges might be. The project budget must include: number of estimated hours and rate of pay and if applicable, estimated travel costs.

## **WORK PLAN**

Create a work plan that includes the activities, staff responsible and timeframe, for the following deliverables as described in Section III:

- Deliverable 1: Review and evaluate existing job descriptions across departments, across positions within the organization, and where applicable, within existing job title series.
- Deliverable 2: Identify existing job descriptions that entail similar scopes of work for the purpose of eliminating duplicative job titles.
- Deliverable 3: Review and evaluate minimum qualifications and recommend revisions.
- Deliverable 4: Develop core competencies.

## Firm Background

Provide information on the firm's background and credentials including:

- Year business was established.
- Organizational mission and values.
- Names of principals and brief biographical sketches.
- Financial viability, as evidenced by recent operating statement.
- List of current clients.
- Staffing resources that will be dedicated to the project.
- Describe the form of professional liability or errors and omissions insurance carried by your company and the amount of coverage.

## References

Please provide a minimum of three references from clients for whom you provided job description review and evaluation services. Please include in each reference a name, address, phone number, email address and a brief description of the project for which you were hired.

## **B. Review Process**

Proposals will be reviewed based on the organizational strength of the bidder and the bidder's consulting approach.

ORGANIZATIONAL STRENGTH (60%)

1. Will provide all the services identified in the Introduction.
2. Has experience with organizations and institutions of similar sizes and complexity.
3. Has key staff with appropriate level of experience and expertise.
4. Has the capacity to provide hands on guidance throughout every stage of the process.

**APPROACH (40%)**

1. Did the bidder map out an optimal approach?
2. Did the cover letter and application clearly answer all the questions?
3. Do the fees provide outstanding service at a reasonable cost to generate significant value in the form of meaningful business advice?