



Nonprofit Association
of the Midlands
Serving Nebraska & Western Iowa

Nonprofit Association of the Midlands

REQUEST FOR PROPOSALS FOR
HUMAN RESOURCES VENDORS FOR
PILOT PROGRAM

Nonprofit Association of the Midlands
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Key Dates & Information

The Nonprofit Association of the Midlands (NAM) is seeking formal proposals from qualified Human Resources service providers in response to this Request for Proposals (RFP). NAM is the only membership organization in Nebraska that is dedicated exclusively to working with nonprofit organizations of all sizes and missions. The purpose of this RFP is to identify vendors that can provide NAM Members with affordable, high-quality Human Resources services across a variety of areas through a NAM Member pilot program. A timeline of important dates for this RFP is provided below.

Activity	Date
RFP Release Date	May 2, 2023
Proposal Due Date	June 16, 2023
Final Date to Submit Questions	May 31, 2023
Proposals Reviewed	June 19 - July 14
Selection & Notification	One week after review ends

Nonprofit Association of the Midlands Overview

Overview

NAM is the only membership organization in Nebraska dedicated exclusively to working with nonprofits in the Midlands. We help nonprofits help their communities. There are thousands of nonprofits in our area – each trying to make a difference on their own. We bring them together so that each member can benefit from our collective strength. By connecting organizations with information, education, advocacy, and collaboration, we help members focus their energy on the people and communities they serve. More information about NAM can be found on our website at www.nonprofitam.org.

Mission & Goals

Our mission at NAM is to strengthen the collective voice, leadership, and capacity of nonprofit organizations enriching the quality of community life throughout Nebraska and Western Iowa. To achieve this mission, NAM is committed to four main goals.

- Enhance public recognition of the importance and role of the nonprofit sector to the people of Nebraska
- Provide access to high quality assistance and information on effective nonprofit management practices
- Advocate on issues that affect the capacity of all nonprofits to address their communities' needs
- Foster communication and cooperation among nonprofits

Values

As NAM strives to achieve its organizational goals, we are driven by three key values.

- **Excellence.** We challenge ourselves to do great work. We focus on results that matter to nonprofit leaders, organizations, networks, the sector and ultimately, society.
- **Collaboration:** We are better together. We urge strategic collaboration to bring out the best solutions and strengthen the fabric of our communities.
- **Innovation:** We strive to be a thought leader, influencing the work of nonprofits by providing knowledge, resources, guidance, and exposure to innovative ideas and national trends.

Primary Services

NAM delivers a variety of services to nonprofits in Nebraska and Western Iowa including the guidelines and principles program which provides legal compliance and best practices information in major areas of nonprofit management. NAM also facilitates opportunities related to professional development, sponsored networking, and peer learning. In addition to these opportunities, NAM provides its members with specialized products and discounts. NAM also focuses its efforts on advocacy through lobbying, education, and issue tracking.

Request for Proposals Overview

Human Resources Overview

One of the major areas of nonprofit management that is included in the guidelines and principles program is Human Resources. NAM believes that effective management of human resources is essential for creating successful organizational results.

- Nonprofit organizations should exercise fair and equitable human resources practices that attract and retain qualified individuals.
- Nonprofits have an obligation to adhere to all legal employment requirements and to provide a safe work environment.
- Nonprofit organizations should establish specific policies and practices that promote mutual cooperation to advance the organization's interests, and that reflect appropriate industry standards for remuneration.

NAM Business Partner Overview

NAM Business Partners consist of individual consultants and local businesses that have an interest in promoting and supporting NAM's mission and values as well as the nonprofit community across Nebraska and Western Iowa. Business Partners are featured on the NAM website and are connected to NAM members through various methods. NAM does not currently vet Business Partners, nor do we endorse or advocate for the use of any specific Business Partner. However, recent conversations with NAM members have revealed a great need for Human Resources services in the nonprofit community. In light of this need, NAM has decided to launch a [pilot program](#) to vet Human Resources providers to identify vendors that NAM members can confidently be referred to.

Vetted Human Resources Provider Benefits

NAM intends to select several Human Resources vendors through this RFP process. Becoming a NAM vetted Human Resources provider has numerous benefits. NAM has an extensive membership base, currently consisting of over 750 members. We receive, on average, 20 Human Resources-related inquiries a month from NAM members. NAM also holds many events directly and indirectly related to Human Resources, including the ED/CEO Networking Roundtable, HR Networking Roundtable, Nonprofit Summit of the Midlands, Central Nebraska Nonprofit Conference, Trainings, and more. Each of these avenues provides a myriad of opportunities for networking. Human Resources providers selected through this RFP process will be acknowledged and recognized at various NAM events throughout the year, increasing awareness of their organizations and the services they provide.

Request for Proposals Purpose

The purpose of this RFP is to identify and vet vendors that can provide affordable and high-quality Human Resources services through a pilot program to NAM members. This pilot program will be evaluated after one year, at which time any necessary adjustments will be made to ensure program effectiveness and efficiency. NAM has identified the need for a variety of Human Resources services spanning across several different areas. As such, we are seeking vendors who provide services in the following Human Resources areas:

1	2	3	4	5	6
Recruitment & Selection	Performance Management	Employee Relations	Compensation & Benefits	Policies & Compliance	Organization Development
<ul style="list-style-type: none"> · Applicant Recruiting · Background Checks · Drug Testing · Job Analysis & Descriptions · Onboarding Processes · Selection Assessments 	<ul style="list-style-type: none"> · Executive Coaching · Leadership Development · Performance Appraisal · Recognition Programs · Training & Development 	<ul style="list-style-type: none"> · Conflict Resolution · Employee Engagement · Employee Retention · Organizational Communication · Organization Culture · Team Building 	<ul style="list-style-type: none"> · Benefits Administration · Benefits Design · Compensation Analysis · Payroll Processing 	<ul style="list-style-type: none"> · Human Resources Compliance · Personnel Records · Policies & Procedures · Safety Compliance 	<ul style="list-style-type: none"> · Change Management · DEIA Policies & Practices · Strategic Planning · Structure & Staffing Models · Succession Planning

Vendor Qualifications

Strong applicants will demonstrate experience providing Human Resources services across multiple areas and working with nonprofit organizations. Ideally, applicants should demonstrate flexibility and provide tailored services to clients. Moreover, applicants should ensure client confidentiality and discretion in their work, prioritize diversity, equity, and inclusion in their services, and have a comprehensive understanding of employment law. Other important considerations include strong communication and project management skills. Selected vendors must meet the following qualifications.

- Have experience working with nonprofit organizations
- Provide affordable services to nonprofit organizations
- Provide a comprehensive set of high-quality services
- Tailor services directly to individual client needs
- Center diversity, equity, and inclusion practices in their work
- Follow confidentiality and discretion protocols
- Be knowledgeable in employment law

Disclaimer

Selected vendors must sign contracts with NAM indicating their agreement with the following clauses. Please note that NAM's legal advisor will review all agreements to ensure legal compliance.

- **Clause A:** Prospective applicants must commit to NAM's 5% referral fee for future projects. This processing fee covers the cost for NAM to connect vetted vendors to NAM members.
- **Clause B:** Applicants must agree to confidentiality between the applicant and NAM, as well as confidentiality between the applicant and any future NAM member clients that NAM connects them to.
- **Clause C:** NAM does not accept any liability for future interactions between selected vendors and NAM members.

Proposal Requirements

Proposals should be submitted as a PDF and formatted with 12-point font, single spaced, with 1-inch margins. Proposals must not exceed 15 pages. This does not include the required attachments located in the Appendix. To be considered for this project, proposals must include the following elements. It is the responsibility of the submitter to ensure that their proposal is complete prior to submission. NAM reserves the right to discard any submissions that do not align with the requirements outlined in this RFP.

Organization Overview

Not to Exceed 2 Pages

- Your organization name
- Primary contact information (name, email address, phone number)
- A brief description of your organization
- The geographic region your organization serves
- The reason for your interest in this RFP

Organization Approach

Not to Exceed 3 Pages

- Describe your overall approach to providing Human Resources services
- Describe how you work to identify the actual and comprehensive needs of your clients
- Describe how you handle a situation in which a client needs an HR service that you do not provide
- Describe your process or protocols for ensuring confidentiality and discretion
- Describe to what extent your services are customizable to the needs of each client
- Provide a brief overview on how you center diversity, equity, and inclusion in your work

Relevant History & Experience

Not to Exceed 4 Pages

- Describe your experience working with nonprofit organizations
- Describe your experience with each Human Resources service you provide (as indicated in the HR Service Areas Checklist located in the Appendix of this RFP)

Staff Qualifications

Not to Exceed 3 Pages

- Provide the following information for each staff member at your organization who will be responsible for providing services if your organization is selected as a NAM Human Resources vendor.
 - a. Staff name and role
 - b. Degrees and certifications
 - c. Brief description of experience providing Human Resources Services to nonprofits
 - d. Any other relevant skills
 - e. Resume (not included in page limit)

Budget Determination

Not to Exceed 1 Page

- Describe how your organization determines budgets including direct and indirect fees
- Provide an overview of how you will consider nonprofit affordability
- Describe how the NAM referral fee will be incorporated into project budgets

References

Not to Exceed 2 Pages

- Provide the following information for five references. All references should be for past or current clients who can speak to your experience and approach in providing Human Resources services.
 - a. Organization name
 - b. Primary contact information (name, email address, phone number)
 - c. The Human Resources service offered
 - d. A brief project description including the dates and duration of service

Required Attachments

Not Included in Page Limit

- Complete and submit the NAM Disclosure Agreement located in the Appendix.
- Complete and submit the HR Service Areas Checklist located in the Appendix.

Submission Details

Submission Requirements

The full proposal must be completed and submitted by the deadline of June 16, 2023. Late or incomplete proposals will not be accepted, reviewed, or considered. Proposals should be submitted as a PDF and be no longer than 15 pages, with 12-point font, 1-inch margins, single spaced, emailed to training@nonprofitam.org. You will be notified of receipt via return email. The subject line should read: "NAM HR Vendor RFP Submission". Applicants will be notified of a decision in July.

For Submissions: training@nonprofitam.org

For Questions:

Anne Hindery, CEO

Nonprofit Association of the Midlands

anneh@nonprofitam.org

Scoring & Selection

Proposals will be reviewed by a team of evaluators consisting of NAM staff and engaged stakeholders. The evaluation team will review all proposals and identify the organizations that can most effectively meet the requirements highlighted in this RFP. NAM reserves the right to reject any applications received. Each proposal that NAM receives will be rated on the following criteria.

Area	Description	Points Allotted
Organization Overview	Applicant provides a clear overview of their organization that includes compelling reason for RFP interest.	10
Organization Approach	Applicant has an effective approach for providing HR services that enables confidentiality, allows for customization, and centers DEI practices.	30
Relevant History & Experience	Applicant has substantial experience providing HR services to nonprofit clients. Applicants able to provide high-quality services in several areas will be prioritized.	20
Staff Qualifications	All staff members who will provide services have the knowledge, skills, and experience to provide such services.	10
Budget Determination	Applicant provides a clear overview for how budgets are determined, is able to provide affordable services to nonprofits, and agrees to the NAM processing fee.	10
Past Client Experience	References report positive experiences with the applicant and feel satisfied with past work.	10
Disclosure Agreement	Applicant is able to comply with and demonstrates commitment to NAM policies.	10

Appendix A

NAM Disclosure Agreement

Please indicate whether or not your organization is able to comply with each of the following NAM Disclosures. Include this form in your proposal submission.

Disclosure Statement	Able to Comply	Not Able to Comply
Clause A: Prospective applicants must commit to NAM's 5% referral fee for future projects. This processing fee covers the cost for NAM to connect vetted vendors to NAM members.		
Clause B: Applicants must agree to confidentiality between the applicant and NAM, as well as confidentiality between the applicant and any future NAM member clients that NAM connects them to.		
Clause C: NAM does not accept any liability for future interactions between selected vendors and NAM members.		

Appendix B

HR Service Areas Checklist

Please indicate which of the following Human Resources areas your organization provides to clients. Include this form in your proposal submission.

Recruitment & Selection

- Applicant Recruiting
- Background Checks
- Drug Testing
- Job Analysis & Descriptions
- Onboarding Processes
- Selection Assessments

Performance Management

- Executive Coaching
- Leadership Development
- Performance Appraisal
- Recognition Programs
- Training & Development

Employee Relations

- Conflict Resolution
- Employee Engagement
- Employee Retention
- Organizational Communication
- Organization Culture
- Team Building

Compensation & Benefits

- Benefits Administration
- Benefits Design
- Compensation Analysis
- Payroll Processing

Policies & Compliance

- Human Resources Compliance
- Personnel Records
- Policies & Procedures
- Safety Compliance

Organization Development

- Change Management
- DEIA Policies & Practices
- Strategic Planning
- Structure & Staffing Models
- Succession Planning