



PUBLIC JUSTICE
IMPACT. CHANGE.

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REQUEST FOR PROPOSALS

July 2022

HUMAN RESOURCES CONSULTING SERVICES WASHINGTON, D.C. or REMOTE

Public Justice, a national public interest organization, seeks to contract with an experienced human resources (HR) professional to manage and support all HR policies and procedures of the organization. Public Justice is a legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. The specific services needed are listed in the Scope of Work presented below.

1. BACKGROUND

Public Justice employs a staff of roughly 45 individuals working within two offices and several remote locations around the country. About half of its employees are attorneys. The ideal Human Resources Consultant will have prior experience in a non-profit organization in ensuring that HR policies, procedures, and programs are consistently administered, aligned with organizations' goals and values, and in compliance with professional standards and state and federal law. The individual must be a team player demonstrating professionalism and the ability to prioritize tasks, analyze data, problem solve, think critically and create, improve, or refine systems within the Operations Department and overall organization as needed. The is a contractual position and reports to the Vice President of Operations. Ability to easily travel to the organization's national headquarters located in Washington, D.C. is a plus, but not required.

2. SCOPE OF WORK

Public Justice is seeking a consultant who is highly skilled and fully knowledgeable in the human resource field and can advise Public Justice on all aspects of its current practices, while making recommendations for continuous improvement. Public Justice is seeking a temporary six-month contract with the right to renew.

Below is a list of specific services that may be sought by Public Justice:

- a.) Manage the hiring process for all departments, including developing streamlined protocols, developing qualified and diverse applicant pools, and generally assisting in the

- recruiting, interviewing, hiring, and onboarding of personnel (including interns and externs);
- b.) Work with managers to ensure that all job descriptions are consistent across departments and up to date;
 - c.) Update and maintain employee policies and procedures manual, the organizational chart, and all personnel files;
 - d.) Manage performance evaluation processes across Public Justice departments;
 - e.) Develop and maintain training materials and resources to support employee well-being and productivity; to improve job and communication skills; and to incorporate diversity, equity, inclusion & access (DEIA) principles into daily work life;
 - f.) Work with managers and/or consultants to keep the organization's compensation packages in line with market research and best practices;
 - g.) Take the lead in investigating employee issues and conflicts and help bring them to resolution;
 - h.) Ensure the organization's compliance with local, state, and federal regulations pertaining to matters such as equal employment opportunity laws, the Americans with Disabilities Act, unemployment compensation, OSHA, workers compensation, etc.;
 - i.) Work with managers to coordinate succession planning of staff in the context of promotions, resignations, and/or terminations;
 - j.) Coordinate and/or conduct exit interviews of separating employees;
 - k.) Handle external HR inquiries (*e.g.*, employment verification requests, unemployment compensation inquiries); and
 - l.) Recommend process enhancements and initiatives to support the organization's DEIA efforts.

3. PROPOSAL FORMAT GUIDELINES

Interested proposers are to provide Public Justice with a thorough proposal using the following guidelines:

a.) Format

The proposal should be no more than ten (10) pages, including the cover letter and resumes. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements, and providing a complete and clear description of what is being offered.

The following should be included in the proposer's response.

b.) Cover letter

The proposal should be accompanied by a cover letter, which should summarize the key elements of the proposal. The letter should stipulate that the proposal will be valid for a period of at least ninety (90) days. Please indicate the address and telephone number of the proposer's office located nearest to Public Justice and the office from which the project will be managed.

c.) Experience

Proposer must provide a detailed resume. The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without the express, prior written approval of Public Justice.

d.) Qualifications

All proposers must possess, at minimum, the following qualifications to submit a proposal for HR consulting services with Public Justice:

1. A bachelor's degree from an accredited college or university in human resources or a related field, or an equivalent combination of education and experience.
 2. Certification through the Society of Human Resources Management (SHRM) highly desired.
 3. Strong knowledge of employment law, and ability to analyze federal and state statutes and regulations.
 4. Ability and interest to remain abreast of current developments in HR practices, trends and legal compliance issues.
 5. At least seven (7) years of exempt-level experience working in a generalist capacity with HR matters while assuming progressively responsible duties, preferably in the non-profit sector.
 6. Strong working knowledge of all HR functional areas such as, but not limited to, employee recruitment, benefits, compensation, records management, training, etc.
 7. Excellent writing, organizational and verbal presentation skills.
 8. Excellent computer skills, including proficiency in Outlook, Word, PowerPoint and Excel.
 9. Ability to manage multiple projects/priorities in a fast-paced environment and possessing problem solving, critical thinking, and crisis management skills.
- e.) Ability to maintain confidentiality, be self-directed, be organized, and work with minimal supervision.

e.) References

All proposers should provide at least three references, including name and contact information, which have received similar services. Public Justice reserves the right to contact the references listed.

f.) Fee Proposal

Please indicate the fee for services to provide all services in the Scope of Work.

4. PROCESS FOR SUBMITTING PROPOSALS

a.) Submission of Proposals

Proposals must be submitted electronically to LHughes@publicjustice.net. The subject should be clearly marked as “RFP, Human Resource Consulting Services,” and proposals should be sent no later than **August 15, 2022**. Proposals received after this date and time will be rejected.

b.) Inquiries

Questions about this RFP may be communicated to Leroy Hughes, Vice President of Operations via e-mail at LHughes@publicjustice.net. Public Justice reserves the right to amend or supplement this RFP prior to the proposal due date. Public Justice will endeavor to answer all questions in a timely manner, but also reserves the right to not answer all questions.

c.) Conditions for Proposal Acceptance

This RFP does not commit Public Justice to award a contract or to pay any costs incurred for any services. Public Justice, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified proposer, or to cancel this RFP in part or in its entirety. Public Justice may waive any irregularity in any proposal. All proposal submissions and materials shall become the property of Public Justice and will not be returned. If any proprietary information is contained in the proposal, it should be clearly identified. The contents of the successful proposal may, at Public Justice’s option, become part of the contract entered into by the successful proposer and Public Justice.

5. CONDITIONS TO AGREEMENT

The selected proposer will execute a Service Agreement with Public Justice describing the Scope of Work to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. Any contract entered into by Public Justice and the successful proposer shall provide that Public Justice may terminate the contract upon thirty (30) days’ notice to the proposer.

6. NON-DISCRIMINATION

Public Justice is an equal opportunity employer and values a diverse workplace. The proposer agrees and warrants that in the performance of the contract pursuant to this solicitation he/she/they/it will not discriminate or permit discrimination against any person or group of persons on any grounds or in any manner prohibited by the laws of the United States, any state within the United States.

We strongly encourage proposal applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you are a qualified individual with a disability and need assistance submitting your proposal online or need any accommodations, please email LHughes@publicjustice.net. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

For more information and to learn more about Public Justice, please visit our website at www.publicjustice.net