



ANNOUNCEMENT

REQUEST FOR PROPOSALS

Spectrum Community Services seeks a qualified Human Resources Consultant to update and improve its personnel policies and procedures, to update and improve all related forms and job descriptions, and to provide employee and management orientation and training.

Complete copies of the Request For Proposals can be obtained by visiting www.spectrumcs.org or by stopping by Spectrum's business office between 9:00 a.m. and 5:00 p.m., Monday through Friday.

Submissions must be received no later than 4:00 p.m. on Wednesday October 6, 2011 at the offices of Spectrum Community Services in Hayward, California

Submissions should be addressed to:

Spectrum Community Services
2621 Barrington Court
Hayward, CA 94545

Spectrum Community Services

Released September 26, 2011

REQUEST FOR PROPOSAL

INTRODUCTION AND BACKGROUND

Spectrum Community Services wishes to contract with a qualified Human Resources professional to complete a comprehensive update of our personnel policies and procedures (including all related forms), to update all job descriptions, and to provide employee and management orientation and training. The intent of this overhaul is to clarify and streamline our organization's human resources functions, to increase efficiency and reduce liability, and to improve employee performance and satisfaction.

Spectrum Community Services is a nonprofit California-based employer with 501(c)3 status, founded in 1971. Spectrum is governed by a Board of Directors composed of community members who represent the jurisdictions served by Spectrum programs. Spectrum employs about 60 paid staff – approximately half are part-time – with an operating budget of approximately \$3.5 million. Every year, Spectrum works with members of over 8,000 households in Alameda County, and our multiple programs have developed in response to real needs in the community.

ADMINISTRATIVE

Point of Contact

Any questions concerning proposal specifications or scope of work should be directed to:

Michael Sweeney
2621 Barrington Court, Hayward CA 94545
Phone (510) 881-0300
Fax (510) 537-3340
Email: msweeney@spectrumcs.org

Due Date

All proposals are due at Spectrum's main office by 4:00 p.m. on Wednesday, October 6, 2011. Any proposal received at the designated location after the required time and date specified shall be considered late. Late proposals will not be evaluated.

Schedule of Events

Event	Date
RFP Distribution	Sept. 26, 2011
Proposal Due Date	Oct. 6, 2011
Target Date for Review of Proposals	Oct. 10, 2011
Candidate Interviews	Oct. 12-19, 2011
Anticipated Decision and Selection	Oct. 24, 2011
Anticipated Commencement of Work	Nov. 1, 2011

GUIDELINES FOR PROPOSAL PREPARATION AND SUBMISSION

Selection of a candidate and award of a contract for this project will be based on Spectrum's assessment of the quality and responsiveness of proposals; the background and experience, skill set and expertise of the candidates; the quality of candidate's communication skills as

demonstrated in the proposal and candidate interview; and the cost for completion of scope of work and deliverables.

Candidates must submit complete proposal packages on or before the due date. A complete package must include the following:

1 - Letter of Intent: Provide a brief letter (2-3 pages) summarizing your proposed scope of work and deliverables, fee, and qualifications. Tell us what you will do, how much it will cost, and why you are the optimal candidate.

2 - Curriculum Vitae to include:
Relevant Experience/Qualifications
Client Listing or References
Your Contact Information

Proposal packages should consist of single copies of each document. Proposals that lack any of the required information may be deemed incomplete and may be rejected at Spectrum's discretion.

Hard copies of submissions must be received no later than 4:00 p.m. (pst) on Wednesday, October 6, 2011. Early submissions are appreciated. Submissions should be addressed to:

RFP Selection Committee
Spectrum Community Services
2621 Barrington Court
Hayward, CA 94545

An electronic copy of the submitted proposal package must be emailed to msweeney@spectrumcs.org using the subject line "Human Resources RFP." The electronic submission need not arrive by the due date, but must be emailed before midnight (pst) on October 6, 2011. Submissions are deemed "late" or "on time" based on the receipt of the hard copy in Spectrum's office.

SCOPE OF WORK TO BE ADDRESSED UNDER THE PROPOSED CONTRACT

Overview

Spectrum Community Services wishes to contract with a qualified Human Resources professional to complete a comprehensive update of our personnel policies and procedures (including forms, notices and checklists) and job descriptions, and to provide employee and management orientation and training for the updated personnel policies and procedures, as well as curriculum for orientation of future new hires.

The intent of this overhaul is to 1) improve and streamline our organization's human resources functions by making them clear, unambiguous and well-organized, 2) reduce liability by following industry best practices, maintaining compliance with employment laws, and reducing the risk of errors, and 3) to improve employee performance and satisfaction by providing employees with fair and understandable procedures, guidance and expectations.

The contractor will be working closely with Spectrum's Executive Director.

The deliverables will be 1) tailored to Spectrum's needs and organizational culture, 2) consistent, clearly written, reflecting industry best practices, and 3) fully compliant with federal and state employment law.

Deliverables

The products that the contractor will deliver to Spectrum must include but are not limited to the following:

- Updated Personnel Policies and Procedures
- Whistleblower Policy
- Updated Employee Handbook.
- Updated and new forms, notices and checklists associated with personnel procedures.
- Updated Job Descriptions for all positions, including updated organizational chart and charts of pay grades.
- A hands-on training for Spectrum Management and Supervisory staff designed to ensure they understand and can implement updated policies and procedures.
- An orientation for Spectrum line staff to ensure they are familiar with the content of the Employee Handbook.
- Curriculum and training aids (such as PowerPoint presentations) for both the Management and Supervisory Staff Training and the Employee Orientation so that future new hires can receive training and orientation.

All deliverables must be in hard copy and electronic format (suitable for ongoing customization).

Schedule

The work will commence on or around November 1, 2011 and we anticipate that the scope of work and deliverables will be completed by January 16, 2011. In their Letters of Intent, Candidates should present an overview of their proposed, milestone-based work schedule. Candidates should be prepared to present a detailed schedule during the personal interview. This schedule will include not only delivery dates for draft and final documents and trainings, but key milestones in the development process (such as interviews, plan approval, draft review, etc.).

Spectrum Community Services may, at its discretion and without explanation to the candidates, at any time choose to discontinue this RFP without obligations to prospective contractors.