

# **REQUEST FOR PROPSAL:**

## **Human Resource Department Assessment and Gap Analysis**

**February 2018**

The Hartford Public Library (hereafter referred to as the Library) is a not-for-profit corporation incorporated under the laws of Connecticut to operate a free public library system in the City of Hartford (hereafter referred to as the City) to serve the needs of the residents of this city and surrounding communities.

### **Background**

Founded as the Hartford Library Company in 1774, the Hartford Public Library of today serves the residents of Hartford, the greater Hartford region and the State of Connecticut from seven locations with robust programs, services, facilities and collections that promote a literate and engaged community: [www.hplct.org](http://www.hplct.org). HPL is incorporated as a 501(c)3 Non-Profit organization; HPL's budget for FY18 is \$10.5 million. HPL receives approximately 74% of its annual operating revenue from the City of Hartford; income from an endowment, private giving, corporate support, fees, contracts, grants and State support provide the balance of resources for operations. HPL employs approximately 120 people, 90 FTE, in a wide range of positions; approximately 50FTE positions are members of AFSME Local 1716. Human Resources is led by a Human Resources Director, an HR associate and assistance as needed from other clerical and administrative employees.

### **Scope of Work**

The incumbent HR Director recently left the organization, and the position is currently vacant. In anticipation of recruiting a new HR Director and creating a work and project plan for the new Director, HPL is seeking assistance to assess the HR department in the following areas: employee files and records, policies and procedures.

Deliverables will include a gap analysis and recommendations for how HPL can remedy any observed deficiencies in recording keeping or implementation of, and compliance with, laws, regulations, policies and procedures or administration of HR functions. This should include a prioritization of recommendations with respect to gaps identified for corrective action.

**Sample Tasks:**

1. Review representative sample of employee personnel files for completeness and accuracy
2. Review recent FMLA claims and actions for compliance, accuracy and appropriate reporting/follow up
3. Review HR policies and procedures for compliance, currency and completeness
4. Review a sample of employee accruals (time approved vs time off taken)
5. Review talent-acquisition processes
6. Review and assess goal-setting, performance management, and compensation processes

**Qualifications**

Proposals shall identify and provide resumes for individual(s) who will be conducting the assessment and writing the report; a list of (5) five similar types of projects recently completed and (3) three references.

**Timeframe:**

We would like the assessment to take place as soon as possible, and estimate that the review of files and policies will require 20-30 hours to complete.

**Fees**

Proposed fees should include an amount for the assessment and (3) three copies of the final report. Fees shall be inclusive and cover all costs, and proposal should detail project cost components.

**Selection**

Management will review submitted proposals. Selection shall be based on qualifications, experience, and cost. Bidders will be notified of the final selection no later than March 16, 2018. The start date of the assessment shall begin within one week of notification.

**Mailing Instructions**

An original written proposal, including a signed certification, should be received by March 2, 2018 @ 4:30pm to the address below. Any proposals received after this date and time shall not be considered.

Mary Tzambazakis  
**Chief Administrative Officer**  
500 Main Street  
Hartford, CT 06103

Questions should be directed Chief Administrative Officer Mary Tzambazakis via email at [mtzambazakis@hplct.org](mailto:mtzambazakis@hplct.org). no addition questions shall be answered after March 1<sup>st</sup>.

**Disclaimers**

The Library reserves the right to reject any and all proposals, or portion thereof.

## **PROPOSAL COVER SHEET**

Applicant \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

E-mail Address \_\_\_\_\_

Federal Tax ID Number \_\_\_\_\_

## **SIGNED CERTIFICATION**

- 1) The signing individual certifies that he/she has read and understands all of the information in the Request for Proposal.
- 2) The signing individual certifies that he/she is authorized to offer this proposal on behalf of the organization.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**