

# **Request for Qualifications (RFQ) for HR Consulting Services**

Issued by: Franklin County

Franklin County is seeking qualified HR consultants who have experience in conducting workplace culture assessments. Our organization provides services to the public and is made up of 87 employees including three unions, nonunion, and elected officials. We believe that a healthy work culture is key to employee engagement, satisfaction, and organizational success. In this light, we are aiming to assess the current state of our workplace culture and gain insights that will help us align our culture with our business goals, values, and employee needs.

## **Scope of Work**

The selected HR consultant(s) will be expected to provide expertise and support in one or more of the following areas:

- Employee engagement interviews and analysis
- Prepare an action plan for management to address concerns collected through interviews

## **Consultant Qualifications**

Interested consultants must meet the following minimum qualifications:

### **Experience:**

- At least 5 years of experience in HR consulting.
- Proven track record of successfully surveying and advising organizations of similar size and industry.
- Experience working with organizations on HR-related strategic initiatives.
- Demonstrated expertise in employee relations, cultural evaluations, and employee engagement.

### **Certifications & Education:**

- One or more relevant certifications preferred: SHRM-CP, SHRM-SCP, PHR, SPHR.
- Bachelor's degree or higher in Human Resources, Business Administration, or a related field.

### **Capabilities:**

- Ability to conduct HR audits and assessments.
- Strong understanding of local, state, and federal labor laws and regulations.
- Familiarity with HR software and tools.
- Expertise in handling confidential and sensitive information.

**References:**

Provide at least three client references from previous HR consulting engagements, including details on the scope of work and outcomes upon request.

**Proposal Expectations**

1. A detailed proposal providing the following:
  - Overview of your company/consulting firm and qualifications.
  - Outline of your experience and expertise in HR consulting.
  - Approach and methodology for providing the services outlined in the Scope of Work.
  - Case studies or examples of past consulting projects relevant to our needs.
2. Pricing and Fee Structure:
  - Please provide a detailed breakdown of your pricing structure (hourly rates, project-based rates, or retainer options).
  - Include any additional costs (travel, materials, etc.).

**Certifications and Resumes:**

Copies of relevant certifications and qualifications of your consultants/team members upon request.

**Submission Deadline**

All responses must be received by March 28, 2025. Late submissions will not be considered.

**Submission Instructions**

Please submit all requested materials electronically to [tbaker@franklincountymaine.gov](mailto:tbaker@franklincountymaine.gov) or by mail to the address below:

Commissioner's Office  
140 Main Street, Suite 3  
Farmington, ME 04938

Submissions must include the title "Bid Submission for HR Consulting Services".

**Contact Information**

For any questions regarding this RFQ, please contact:

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Human Resources Director  
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207-778-6614