



Seeking Human Resources Consultant to Review and Update Nonprofit Organizational Policies and Employee Handbook

Request for Proposals
2021 November

About AchieveMpls

[AchieveMpls](#) rallies community support and delivers best-in-class programs to inspire and equip young people in Minneapolis and Saint Paul for careers, college and life. Our vision is that all young people have full and equitable access to postsecondary education and career opportunities, creating a more just and vibrant community.

We direct Career & College Centers in 19 Minneapolis and Saint Paul public high schools; connect students with work readiness training and career exploration opportunities through Step Up and Achieve College Internships; host EDTalks and other public engagement events; and support Minneapolis Public Schools in securing grants and managing school funds, staff mini-rants and college internships.

Founded in 2002, AchieveMpls is a 501(c)3 nonprofit organization. We are undergoing significant staff growth to meet the demands of our expanding programs and will surpass the 50 employee mark for the first time in 2022.

Project Scope of Services

AchieveMpls seeks a consultant to review and revise our human resource policies, solicit staff feedback and produce a new and improved employee handbook by May 2022. A staff survey is being conducted in November to help identify priority policies that will need to be updated in this process. Work will be supervised by the director of finance and operations, with policy decisions to be in consultation with chief executive officer and review by board of directors executive committee.

- **Project management:** Work closely with director of finance and operations to ensure an effective process that produces deliverables in a timely manner.
- **Analyze AchieveMpls' current HR policies, challenges, and needs.**
- **Facilitate an engaging and inclusive process:** Meaningfully collect staff input and consultation to ensure that any new policies meet the needs and desires of our employees to the best of our ability.
- **Research policy information and make policy recommendations:** Research policies from other organizations in our sector, as well as organizations that are prioritizing equitable practices and thinking creatively about their policies.
- **Provide recommendations on employee handbook format.**
- **Produce final employee handbook document, including writing, feedback and revisions.**
- **Create process for regular updates:** Advise on best ways to keep the handbook current and recommend process for regular policy updates and keeping the document current with local, state and federal regulations.

RFP Application Process

Please provide the following materials (PDFs preferred):

- Resume
- Letter of interest outlining your specific experience with:
 - Developing values-driven, equitable HR practices and policies
 - Facilitating inclusive and consultative processes to meet staff needs and create organizational buy-in
 - Familiarity with state of Minnesota and city of Minneapolis employment laws
- Brief proposal and budget for work described in scope of services. Our organizational budget is \$4.5 million per year for approximately 60 staff.
- Reference list of organizations with which you have developed personnel policies

Please submit all materials via email by November 28 to Megan Swoboda, AchieveMpls Director of Finance and Operations, at mawoboda@achievempls.org. Please use the following subject line: “EE Handbook Proposal: [Your Name Here]”.