



## REQUEST FOR PROPOSALS

**Expertise: Human Resources**  
**Organization: Girls for Gender Equity**  
**Location: New York**  
**Priority Deadline: July 15, 2022**  
**Final deadline to submit: July 20, 2022**

### SECTION 1: ORGANIZATIONAL INTRODUCTION

#### **Organizational Overview:**

Girls for Gender Equity (GGE or “the organization”) works intergenerationally, through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-led programming, and shifting dominant narratives. The organization is currently in its 20th year.

#### **Organizational Details:**

Girls for Gender Equity has approximately 24 full-time employees, and an annual operating budget of \$4M. The HR duties are managed by the Human Resources Manager. The Human Resources Manager’s function is to oversee the day-to-day activities within the organization including payroll.

#### **Organizational Leadership**

Joanne N. Smith is the founder and CEO of GGE, and in this role she oversees all programmatic, operational, and strategic decisions for the organization. She is supported by a closely collaborative Executive Team and obtains counsel and direction from an eight-member Board of Directors.

### SECTION 2: PROJECT OVERVIEW

GGE is at a critical juncture that requires substantial Human Resources investment. In addition to roles vacated by departing employees, GGE hopes to expand its staffing structure significantly, in order to build a more responsive, resilient, and sustainable organization.

GGE is seeking Human Resources consultancy services from a qualified individual and/or firm to assist with several HR needs.

#### **General Scope of Work:**

- Talent search
- Assessment and strengthening of employee retention and performance management efforts
- Support of PEO implementation
- Audit of existing HR processes



### **Key Deliverables**

- *Human Resources Systems Audit*, including but not limited to required HR tasks, HR organization plan, compliance reviews of personnel files, personnel policies, job descriptions, job classifications, and training needs
- *Assessment of compensation and benefits*, compared to peer organizations
- *Recruitment and placement of multiple roles beginning with* Chief Development and Marketing Officer and Chief Operating Officer. This includes advertising vacancies, screening resumes, conducting interviews and background checks, and liaising closely with GGE staff to support hiring and onboarding of successful candidates
- *Process creation or enhancement* for performance management, employee retention/relations management, promotional pathways, cultural and learning norms, employee offboarding
- *Implementation* of new PEO platform

### **Project Timeline**

It is anticipated that the project can begin August 15, 2022 and be fully completed by June 30, 2023.

### **SECTION 3: PROPOSAL GUIDELINES**

**Proposal Guidelines:** In order to be considered for this opportunity, please submit a brief proposal that outlines the following

- A cover letter with a brief description of the individual/firm and full contact information
- Executive summary not to exceed one page in length
- A list of key personnel and their expertise/ experience
- A general work plan outlining overall approach, key tasks, general timeline, and budget
- Case studies or other items that demonstrate successful experience with intended scope of work
- Any additional documentation you deem appropriate

While there is no page limit, we discourage individuals/firms from submitting overly-lengthy proposals. GGE intends to hold introductory calls with finalists. Nuance can be discussed on these calls and captured in a final contract. Individuals/firms that are chosen as finalists will be asked to provide full reference information for similar past projects.

### **Notices and Disclaimers:**

- *GGE will not reimburse costs of preparing the consultant proposals.*
- *GGE reserves the right to delay or cancel the award or contract any time before the execution of the contract by both parties. The responding individuals/firms bear sole risk and responsibility for costs incurred in the preparation and mailing of the proposal.*
- *No GGE Board or staff member shall have a financial interest in this proposal.*



- *GGE reserves the right to ask clarifying questions of any respondent should the need arise.*

#### **Budget Range**

The budget submitted with your proposal should not exceed \$65,000. However, you may make a case for work you believe should be included that exceeds the budget.

#### **SECTION 4: EVALUATION AND SELECTION CRITERIA**

Selection of the successful individual/firm will be via two rounds. The first round will be evaluation of written proposals submitted in response to this RFP. The second round of evaluation will consist of discussion with selected finalists.

**Evaluation Criteria:** Written proposals will be evaluated based on the following criteria

- Prior experience
- Demonstrated understanding of GGE operating context, including nonprofit justice work, and GGE's HR needs
- Coherence and intentionality of proposed work plan
- Cost efficiency

#### **SECTION 5: DEADLINES**

The deadline for **submitting questions** is 5pm on June 28, 2022. Questions must be submitted in writing via email to Dani Murphy ([dmurphy@ggenyc.org](mailto:dmurphy@ggenyc.org))

The **priority deadline for submitting full proposals** is 5pm on July 15, 2022. **Final deadline is 5pm on July 20, 2022.** Proposals must be submitted in writing via email to Dani Murphy ([dmurphy@ggenyc.org](mailto:dmurphy@ggenyc.org)) Proposals submitted via other channels will be discarded without consideration.

GGE anticipates selecting finalists within 15 days of the proposal submission deadline. However, GGE reserves the right to extend the selection process if circumstances dictate.