



Good morning.

WorkNet Pinellas, Inc., d/b/a CareerSource Pinellas, the regional workforce board for Pinellas County, is requesting written bids from qualified firms with the expertise to provide HR consulting services to our non-profit organization as further specified below.

Written bids should be submitted by 5:00 p.m. EDT on May 15, 2018 to:

CareerSource Pinellas
Attention: Jennifer Brackney, Executive Director, Interim
13805 58th Street North, Ste 2-140
Clearwater, Florida 33760

Timeframe: Projected start date of the engagement is within 1 week of bids being received and is expected to last through June 30, 2018.

Background: In anticipation of the upcoming retirement of the HR Director and the transition of CareerSource Pinellas and CareerSource Tampa Bay, we are seeking an HR Consultant to assist with the transition of staff, analyze the current day-to-day operations, identify best practices, and make suggestions for improvement. The scope of the work may be expanded in PY 2018-2019 (July 1, 2018 – June 30, 2019) depending on the operational direction of the organization.

Each written bid must include:

1. The name of the organization, number of years the organization has been in existence, contact person representing the organization, phone, email address, mailing address, and website.
2. Copy of the organization's legal status from the Florida Division of Corporations or Dunn and Bradstreet number.
3. A statement of the organization's qualifications; including a brief summary of similar work performed in the last two years.
4. Proposed cost for these services.
5. Resume(s) of key staff to be assigned to this engagement
6. Three professional references
7. A cover letter signed by a person that has the authority to commit the bidder and that clearly shows the firm has an understanding of the engagement and can deliver the services within the time frame.

Anticipated Scope of Work:

- Serve as an HR expert consultant to CareerSource Pinellas
- Analyze the current HR day-to- day, periodic and annual processes and procedures
- Advise management on the formulation and administration of plans, polices and appropriate short and long-range goals for human resource activities
- Conduct an audit of the HR activities to ensure compliance with laws, policy and procedures
- Identify best practices and areas for improvement
- Assist with developing, recommending, and advising on or overseeing] implementation of changes for improvement
- Review performance evaluation process and forms and provide suggestions on best practices.
- Ensure all files, contracts, public records requests and pertinent documents are available and filed. Provide training on specific subjects to be identified such as FMLA, harassment, etc.
- Review personnel handbook and provide suggestions to bring into compliance with laws, recent case law, etc.
- Create a work plan and timeline outlining the transition activities
- Create a report highlighting best practices, areas of improvements and recommendations

We look forward to receiving a bid from your firm.

Thank you.

Alice J. Cobb

Program Director / HR Director
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Visit us at www.careersourcetampabay.com

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