



## REQUEST FOR WRITTEN QUOTATION

-This is a pricing inquiry only, not an order –

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Date of Issuance: March 17,2021

Contact Person: Monica Morris/Administrative Services Officer

Contact Phone & Email: (541) 386-9437 m.morris@cityofhoodriver.gov

### Description of Goods or Services Needed:

The City of Hood River is requesting proposals from qualified and interested individuals and/or firms to assist with Human Resource services. The selected individual or firm will assist the City's HR staff with:

- Recruitment and selection
- Training and development
- HR policies and procedures
- General advice
- Benefits review
- Performance and appraisal metrics

The selected individual or firm will also participate in special projects, such as:

- Create a new employee orientation and welcome program
- Review and recommend on volunteer programs, including emergency responder volunteers and interns
- Assisting city staff with updating Employee Handbook

### Desired Experience and Qualifications

- Current SPHR, IPMA-SCP, or equivalent
- Ten or more years of experience serving government clients
- Successfully work with management, employees, and union representatives
- Free of conflicts of interest regarding the City

### Requested Quotation Materials

1. Statement of Interest, Experience and Qualifications (not to exceed 2 pages)
2. Pricing proposal, include hourly cost. Propose May and June 2021 separate from fiscal year 21/22. Contract not expected to exceed \$20,000.
3. Three recent references (governmental entities required)

Please return requested materials by: April 14, 2021. Finalists may be contacted for interviews.

Anticipated start date is May 3, 2021

Materials can be delivered in-person or by mail to 211 2<sup>nd</sup> Street, Hood River OR 97031 or emailed to [m.morris@cityofhoodriver.gov](mailto:m.morris@cityofhoodriver.gov)