

MINNESOTA CHIPPEWA TRIBE



REQUEST FOR PROPOSAL FOR COMPREHENSIVE HUMAN RESOURCES ASSESSMENT

NOVEMBER 14, 2023

All questions regarding this RFP shall be directed to:
Minnesota Chippewa Tribe
P.O. Box 217
Cass Lake, MN 56633
Beth Drost– Executive Director
bdrost@mnchippewatribe.org

MINNESOTA CHIPPEWA TRIBE
REQUEST FOR PROPOSAL
COMPREHENSIVE HUMAN RESOURCES ASSESSMENT

SECTION I: REQUEST FOR PROPOSAL (RFP)/PROJECT OVERVIEW

The Minnesota Chippewa Tribe (the “MCT” or “Tribe”) is a federally recognized Indian tribe located in Cass Lake, Minnesota. The MCT is seeking a qualified firm/individual to perform a comprehensive assessment of the MCT Policies, Procedures, and practices related to human resources to identify strengths and opportunities for advancement. This assessment shall include interviewing MCT staff to identify weaknesses in the HR functions of the MCT. The goal of this project is to identify strengths and opportunities for advancement in the Human Resources functions of the MCT and make recommendations for deploying HR personnel and HR structures at MCT.

The MCT will at all times treat this as a highly confidential matter, subject to oversight through direct, exclusive management by its Executive Director and MCT President. The review must be independent of the MCT and conducted with prudence and discretion. The firm chosen for this work must be engaged by contract and must be independent of the MCT and any TEC Member of employee of the MCT as well as all independent contractors, suppliers, and vendors doing business with the MCT.

During the course of the assessment, all communications are subject to privilege and confidentiality and any and all reports are to be directed to the Executive Director and MCT President. A written report, either interim or final, will be required and that report will be issued to the Tribal Executive Committee of the Minnesota Chippewa Tribe.

The MCT expects to select and contract with one firm to provide all of the components described in this Request for Proposal (“RFP”).

The firms responding to this RFP (hereinafter referred to as “Proposer”) should be prepared to cooperate fully with the MCT, its Executive Director, and Tribal Executive Committee throughout the entire project.

SECTION II. SCOPE OF SERVICES

The Tribe is seeking a qualified contractor to consult with the Tribe and perform a comprehensive Human Resources assessment for the Minnesota Chippewa Tribe Tribal Government, which currently employs approximately 30 individuals. The broad goal of the assessment is to identify operational strengths of the human resources function and opportunities for improvement and advancement. This would include assessment of all facets of human resources processes, including hiring/onboarding, data entry, systems, employee communications, support/assistance, grievance

processes, job description development, HR staff responsibilities, HR structure, and conflict/dispute resolution.

The assessment should be phased to include a project launch to refine the scope of work and goals, an operational analysis that includes meeting with identified stakeholders and review of current processes, and a detailed report that identifies operational strengths and opportunities for improvement and advancement. The contractor should be prepared to present the report in person to the Minnesota Chippewa Tribe Tribal Executive Committee.

SECTION III. QUALIFICATIONS

- The vendor must have authorization to perform all specified services. The proposal must identify and describe the licenses or other authorizations the vendor has received to perform this type of work. The proposal must describe how the vendor stays current with changing local, state, and federal laws and regulations related to these services and how the company ensures compliance.
- The vendor must have the necessary systems, software, support, and procedures to provide the services required. The MCT prefers that the services be provided through an on-line computing process with guaranteed security and confidentiality. The vendor must identify the specific technology and processes used and describe how that sets the vendor apart from others in this field. The proposal must also list all information databases that are available to the vendor.
- The results of any screening services requested by the MCT must be received by the MCT within a reasonable number of days after the official request is submitted to the vendor.

SECTION IV. PROPOSAL REQUIREMENTS

Written proposals should address the requirements listed in this RFP, be structured in this fashion, and include, at a minimum, the following:

- A. Cover Letter
- B. Resume w/ References
- C. Qualifications as Listed in Part II of this Request for Proposal
- D. Plan for Completion of Scope/Services
- E. Fee Schedule with Narrative for Specific Types of Screenings
- F. A Proposed Contract¹

¹ The MCT, as a federally-recognized Indian tribe, exercises unique attributes of tribal sovereignty. The most relevant attribute relates to tribal sovereign immunity. The MCT is not interested in waiving its sovereign immunity beyond what is necessary to ensure performance under the Service Agreement. With this in mind, please fashion your proposed contracts accordingly.

V. SUBMITTAL REQUIREMENTS

The following schedule of events shall be followed:

1. 11/14/2023 Issue RFP to vendors
2. 12/01/2023 Deadline for clarifying questions from vendors
3. 12/08/2023 Deadline for answers to vendor's questions
4. 12/15/2023 Receive proposal from vendor via email

* These dates are tentative and may be extended based on specific needs.

The MCT, at its sole discretion, may refuse to consider any responses received after the above deadline or any incomplete responses that do not address all questions contained in the RFP. An electronic response received by the time specified below will be considered meeting the deadline.

Each responding vendor should submit one (1) electronic copy of its proposal via email no later than 5:00PM CT, 12/17/2023, to the below individual. To simplify the communication process and ensure the same information is conveyed to all candidates, please direct all questions regarding this RFP or MCT via email to:

Beth Drost
Executive Director
Minnesota Chippewa Tribe
E-mail: bdrost@mnychippewatribe.org