

REQUEST FOR PROPOSAL

Jefferson County Soil and Water Conservation District is accepting proposals for the development of an employee handbook. The user-friendly handbook should ensure the policies are compliant with all applicable federal, state, and local employment regulations. The policy should reflect our philosophy on how we manage our employees.

Background: The District was formed in 1956 by resolution of the Jefferson County Board of Supervisors. We are an authorized County agency and political subdivision of NYS. We are considered a local government office, similar to a municipality. Our mission is to “*bring people, government agencies, and private interests together to manage Jefferson County’s natural resources.*” The District currently has 3 full-time employees. There are no union or labor agreements.

Requirements: The proposed handbook must be tailored to meet our individualized needs in regard to employee management while preserving board and management’s decision-making discretion. Proposals must include pricing, terms, and anticipated timeframes for each of the following:

- Initial face-to-face meeting to review existing and recommended policies
- Secondary meeting to review the draft handbook
- Final version after revisions

Please provide additional fees for future revisions and/or consultations. Also include the fee, if any, to present the handbook to employees and our board of directors in order to promote consistent understanding and application of the policies.

Please include the company history, experience with municipalities – particularly small offices, references, demonstration of abilities, and scope of work. The Board of Directors will review all proposals and award a contract to the company that best meets the criteria in this RFP. The District reserves the right to reject any and all proposals and to request additional information.

Proposals should be submitted on or before 3:00 pm on Friday, August 3, 2018 to:

Jefferson County Soil and Water Conservation District
21168 NYS Route 232, PO Box 139
Watertown, NY 13601

All questions concerning this proposal should be addressed to Rhonda Redder, Administrative Assistant, at (315) 782-2749.

Request for proposals were submitted to the following:

HR One, 2538 220 W Manlius St, E Syracuse NY 13057
HR Works, Inc., 6390 Fly Road, East Syracuse NY 13057
Pinnacle Human Resources, 90 State Street, Suite 700, Albany, NY 12207
Saratoga Human Resources Solutions, 5 Overlook Drive, Gansevoort, NY 12831
Strategic Management Solutions, 123 Creekview Path, Kirkville, NY 13082