



REQUEST FOR PROPOSAL (RFP)

For: Human Resources Consulting Services

The National Pork Board (NPB) is soliciting a Request for Proposal from firms qualified to conduct a comprehensive audit of the Board's Human Resources (HR) department.

Project Overview

Responses are requested from companies capable of Human Resources Consulting Services. The specific services are listed in the Scope of Work (SOW).

Background

The U.S. pork industry has had a legislative checkoff program since 1986. Congress created the Pork Checkoff as part of The Pork Promotion, Research and Consumer Information Act of 1985. Pork producers had requested the legislation so they could take advantage of having all producers and importers participate in a checkoff program designed to strengthen the position of pork in the marketplace. The National Pork Board represents approximately 60,000 pork producers. The Pork Checkoff oversight is administered by the U.S. Department of Agriculture within the Agricultural Marketing Service (AMS).

There are 15 elected members of the National Pork Board acting as the Board of Directors. The Board and the Pork Checkoff staff are responsible for the collection, distribution, and program accountability of the Pork Checkoff. Those nominated to serve on the National Pork Board are appointed for three-year terms by the U.S. Secretary of Agriculture.

The National Pork Board has approximately 80 full-time employees. The HR duties are managed by the Vice President of Human Resources and the Director of Human Resources. Their function is to oversee the day-to-day activities within the organization, including but not limited to: recruitment, talent development, performance management, employee relations, HR compliance, and payroll.

Scope of Work

The selected firm will perform the following services:

1. Phase 1 - Human Resources Audit & Compliance Review

- a. Conduct a comprehensive audit of the NPB HR department.
- b. Conduct a comprehensive assessment of the HR tasks that should be completed by a quasi-governmental agency with less than 100 employees.
- c. Identify if HR practices follow stated policies.
- d. Identify if there are any deficiencies and points of improvement related to HR practices and policies, including EEO/Civil Rights policy.
- e. Review and provide recommendations on the Employee Handbook.
- f. Identify if employees meet mandatory federal and/or state training requirements.
- g. Conduct employee engagement survey and assess overall culture of the organization.
- h. Issue a final report that identifies any administrative, procedural or systematic concerns, prioritizes gaps and recommendations to continue enabling NPB to recruit and retain highly skilled talent.



2. Phase 2 - Organizational & Leadership Development
 - a. Identify options for supervisory skills training.
 - b. Identify and compile resources for individual personal development topics.
 - c. Assist in development of NPB's diversity, equity and inclusion statement.
 - d. Develop recommendations for longer-term HR considerations, including succession planning and contingent/emergency planning and process.

Budget

Provide the firm's fee structure and a total, maximum price to accomplish all the work described in the Scope of Work. Provide fee structure for services outside the Scope of Work, if applicable.

Budget should include account management fees, out-of-pocket expenses, travel to/from NPB office (and cost associated with travel). National Pork Board reserves the right to adjust both the budget and related services.

Proposal Requirements

For each of the specific projects or services listed, please provide:

1. A short description of how you would seek a solution for the specific Phases. Include activities and timelines that are specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Person who will be the primary point of contact.
3. A listing of the staff to be assigned to this engagement and their respective qualifications, their past experience on engagements of this scope.
4. An estimated timeline to complete each are of work; and
5. The estimated bill rate or fee that would be applicable.

In addition, Proposers should also provide information regarding:

1. An overview of how you will meet all State & Federal rules and regulations
2. An overview of how you define Best Practice solutions and recommendations

The successful Proposer(s) will enter into a contract for services with National Pork Board. Work is expected to begin upon the date of contract approval.

Proposal Submission

Responses to this RFP are due by Monday, December 5, 2022.

Please electronically submit proposal via email to:

Rachel Holdren, VP of Human Resources
National Pork Board – Clive, IA
Email: rholdren@pork.org