

MELSA HUMAN RESOURCES REQUEST FOR PROPOSALS

INTRODUCTION AND OVERVIEW

Agency Background:

The Metropolitan Library Service Agency (MELSA) is a government entity, funded by the State of Minnesota through Regional Library Basic System Support, Regional Library Telecommunications Aid, and the Arts and Cultural Heritage Fund. MELSA is a regional public library system that promotes cooperation among its eight-member library systems (counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington, and Saint Paul Public Library) and provides the libraries and the public with access to great resources, programs, and other important library services.

MELSA is governed by a Board of Trustees, comprised of Commissioners from each member county and an appointment from the Saint Paul Public Library. Library Directors from all eight systems make up the Advisory Board. MELSA has a Memo of Understanding with Dakota County Human Resources (HR) to provide much of the HR functions, but this relationship concluded at the end of 2024.

Project Goal:

MELSA is looking to contract with a HR expert to evaluate current policies and procedures and make recommendations for improving overall HR systems for efficiencies, financial responsibility, and long-term stability. The goal of this work is to implement clear and consistent HR systems that respect and respond to the needs of employees, articulate expectations, and ensure that MELSA provides appropriate and competitive benefits to attract and retain a strong workforce.

SCOPE OF SERVICES

Specific Areas of Focus:

- Policies and Procedures – review and recommend updates based on current laws and reasonable structure for MELSA’s size, including personnel policies and procedures
- HR Resource Assessment – evaluate needs and opportunities to contract for services of HR
- Compensation and Benefits – market analysis, salary structure review, position descriptions review, merit/COLA philosophy and decision-making process
- Compliance – ESST, FMLA, labor laws, etc.

DELIVERABLES

Detailed Reports:

- Analysis of current HR policies and procedures
- Implementation plans
- Gap analysis with suggested improvements to current policies and procedures

Presentation:

Present to Joint Trustees/Advisory Committee meeting summarizing findings and recommendations.

PROPOSAL REQUIREMENTS

Demonstration of Understanding:

The proposal must demonstrate a clear understanding by the consultant of the organization's requirements / needs.

Consultant Team:

Provide details about the proposed team composition (including relevant experience and qualifications) that will be assigned to the project.

Methodology:

Describe your approach to data collection, analysis, and problem-solving, including proposed methodologies (surveys, interviews, focus groups).

Timeline:

Provide a detailed project timeline with key milestones and expected completion dates. Project will take place between April 14 – June 13, 2025.

Budget:

The proposal must clearly outline all costs to the contracting organization. Submit a detailed cost breakdown including hourly rates, fixed fees, and any additional expenses.

EVALUATION CRITERIA

Values Alignment: Evaluation of the consultant's values which align with the American Library Association: Access, Equity, Intellectual Freedom and Privacy, Public Good, and Sustainability.

Technical Expertise: Assessment of the consultant's understanding of the project needs and proposed solutions.

Industry Experience: Evaluation of the consultant's experience in working with libraries and/or government agencies is preferred.

Team Capabilities: Assessment of the proposed team's qualifications and expertise.

Cost-Effectiveness: Evaluation of the proposed budget and value proposition.

SUBMISSION INSTRUCTIONS

Deadline: Please email the submission to MELSA Executive Director Sherry Witchichu at sherry@melsa.org **no later than 5 p.m. on Monday, March 31.**

Contact Information: Please contact MELSA Executive Director Sherry Witchichu at sherry@melsa.org or 651-300-2810 with any questions.