Town of Upper Marlboro

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Request for Proposals

Town of Upper Marlboro Government Human Resources Firm
RFP # UM 2020-06

Project Overview: The Town of Upper Marlboro is seeking proposals for professional and technical services to provide human resource (HR) consulting services.

Scope of Work: Qualified applicants should be able to provide the below services to the Town:

- Human Resource Audit- An initial overall assessment of the Town's current HR system and practices
- Implement recommended changes based off initial HR audit
- Assist with the review and updates to personnel files, job descriptions, job classification
- Ensure Town staff have required trainings, and assist with the scheduling trainings
- Assist with recruitment and onboarding of new staff
- General HR support as needed

Level of Experience: Applicant firms must have the following experience:

- Experience working with local government
- Experience working in Maryland
- Employ Certified and qualified HR personnel
- Experience working with a growing entity
- Ability to manage multiple issues and priorities on deadline

Budget: The annual budget for this service shall not exceed $18,000.

Deadline: Responses to this RFP are to be submitted by **Wednesday July 22, 2020** at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Selection Process and Criteria: This RFP is for a 24-month contract with the Town, with the option for renewal beginning August 15th, 2022. Town Elected Officials will participate in the process of selecting the appropriate firm. for professional and technical services to provide human resource consulting services.

Overview of the Town: Settled around 1695 and named after the first Duke of Marlborough, the Town of Upper Marlboro is among the oldest of the surviving Southern Maryland towns dating back to colonial times. It was established as a port town for tobacco shipments in 1706, when the Western

Branch of the Patuxent River was still navigable. It has been the county seat of Prince George's County since 1721.

The Town is governed by three elected Town Commissioners, one of which serves as the President/Mayor who are elected every two years. The Town government maintains a Police Department, Public Works Department, and Town Administration Department, along with several volunteer committees. Though the Town's resident population is around 700, the Town's downtown historic Main Street is home to one of the largest Courthouses in the State, which attracts over 1.5 million visitors per year.

The Town of Upper Marlboro is growing in size, economically, and in community outreach. This past year the Town successfully completed phase 1 of its annexation plan which grew the Town's landmass for the first time in its over 300-year history. The Town's continued growth through annexation plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of the Upper Marlboro community. The Town is also working to revitalize its historic downtown Main Street through streetscape initiatives, upgrades to its parking infrastructure, and attracting new small businesses to fill any commercial storefront vacancies. Communication and community outreach have been a large focus of the Town over the past few years, with the introduction of new community events including successfully resurrecting Marlboro Day in 2018. The Town also maintains a strong social media and web presence to stay engaged with its residents.

Point of Contact: Kyle Snyder, Chief of Staff, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.

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