

## **Request for Proposals**

### **Human Resources Policy Consultant**

#### **SUMMARY**

This Request for Proposal (RFP) solicits proposals from consultants with experience in developing human resources policy and procedures within a not for profit, harm reduction agency.

Nine Circles seeks qualified support to update key policies, procedures, and implementation support tools.

Policy priorities include (1) Flex Time, Overtime and In Lieu policies/procedures; (2) Vacation Planning procedures and tools, (3) Working Alone – offsite or afterhours policy, procedures, and support efforts to model check in process after the WRHA process integrated into MS Teams; (4) Revise Work Hazard Analysis policy and tools and (5) Revise Hiring Process policies, procedures, and tools.

#### **BACKGROUND**

Nine Circles has no dedicated human resource (HR) support at the present time and most of the HR functions fall to Managers and Directors. Nine Circles has prioritized policy and procedure development in key areas where multiple union agreements have shifted our past practice or programming evolutions require updated approaches and tools to support implementation.

Nine Circles has 70 Unionized Employees (Docs MB, MNU, MAHCP and CUPE) and Out of Scope Employees. We deliver regional services through Nine Circles and provincial services through the Manitoba HIV Program. We are funded, primarily, through the Winnipeg Regional Health Authority through a service purchase agreement. Funding is supplemented through grants, contributions, and donations.

#### **About Nine Circles**

Founded in 1999, Nine Circles Community Health Centre envisions a future where all Manitobans who live with or are vulnerable to HIV and other sexually transmitted and blood borne infections (STBBI), receive equitable health and social services that fully meet their needs.

We work to provide low barrier, culturally safe prevention services, comprehensive care, advocacy, and education for key populations susceptible to, or living with HIV and other STBBI's, while working to eliminate stigma and advocate for health equities.

Our strategic priorities for 2023 through 2028 include "Supporting Staff: Support Nine Circles staff to prevent burn out. Motivate and equip staff to achieve their professional goals while providing an excellent service."

#### **SCOPE OF WORK**

The consultant will work with the Executive Director and members of the management team to:

- Review existing policies and procedures.
- Gather best practice and promising practice policies and procedures.
- Identify necessity for new policies and procedures for the MB HIV Program
- Draft recommended policies and procedures as well as recommended implementation considerations

- Present to management team for feedback, adapt and finalize.

### **Project Deliverables:**

- Proposed workplan to complete the project.
- Attend meetings with Executive Director, Operations Manager and Program Lead, MB HIV Program
- Draft policy, procedure, and implementation tools
- Present, adapt and finalize policy, procedure, and implementation tools.

### **Timeline of the Project:**

- Flexible. Project to be completed by December 31, 2024

### **Bidder Qualifications**

- Certification in Human Resources through an Accredited Canadian program (CPHR designation preferred)
- Demonstrated experience with design and development of human resources policy, procedures, and processes.
- Demonstrated experience in workforce planning in a unionized environment.
- Demonstrated experience health care systems, education, health care delivery.
- Demonstrated experience with human resource metrics and reporting.
- Experience with Project management and ensuring timeliness of deliverables.

### **Preferred Qualifications**

- Expertise in Equity, Diversity, and Inclusion (workplace)
- Experience with Trauma Informed Workplaces

### **Bidder Requirements for Submission**

Bidders are to include the following information:

1. A description of the firm and the person who will be involved in this project.
2. A description of the applicant's intended approach including general methodology, perspective and/or guiding philosophy
3. A detailed project budget that includes the cost of the consultant's time, materials, supplies and any other expected expenses to bring the project to successful completion.
4. Credentials and qualifications of consultant, including three professional references.

### **How to Apply**

Interested bidders will electronically forward their submission to (not to exceed 20MB):

Email: [humanresources@ninecircles.ca](mailto:humanresources@ninecircles.ca)

Mention "Human Resources RFP" in the subject line of your email application.

Project queries may also be directed to the above email address.

**Deadline for application: Wednesday, June 19<sup>th</sup>, 2024**

*Nine Circles thanks all bidders for their interest, however only those selected for further consideration will be contacted.*