



Agenda Item Summary Report

Meeting Date:
January 13, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Approval for a Contract with Ramos HR Consulting Inc for Human Resources Services

Approval for a Contract with Ramos HR Consulting for Human Resources Services

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Proposal

Recommended Action:

Staff recommends the passage of this contract and asks that the Council approve the Town Administrator's signing of an agreement with Ramos HR Consulting Inc

Summary of Human Resources Consultant RFQ Process

As part of the FY 2025 Budget, the Town Council approved funds for a Human Resources Consultant for the Town to help augment staffing since it has grown significantly over the last several years. Many of the human resources functions have been distributed through the departments, and many of the town policies and procedures are outdated, so outside expertise is needed.

The Town of Bladensburg initiated a Request for Qualifications (RFQ) process for selecting a Human Resources Consultant in August 2024. The RFQ outlined specific requirements, submission instructions, and evaluation criteria, attracting seven firms. Interviews were conducted throughout the fall of 2024, focusing on firms with the necessary expertise and capacity to support the Town's HR needs.

Key RFQ Requirements:

1. Proposal Submittal:

- Submission deadline: August 30, 2024, by 3:00 PM EST.
- Proposals submitted electronically to designated Town officials.

2. Required Content of Submissions:

- Letter of Interest: Addressing relevant abilities and experience in:
 - Auditing HR practices, employee benefits, and payroll.
 - Reviewing and updating personnel files, job descriptions, and classifications.
 - Developing recruitment and onboarding strategies.
 - Coordinating benefits with health insurance brokers, insurance policies, and supplemental retirement programs.
 - Demonstrating local and Maryland-specific experience.
- Experience:
 - Employing certified HR personnel.
 - Managing issues under tight deadlines.
 - Working with growing entities and local governments.
- Biographies or Resumes: For principals or key personnel involved.
- References: For similar projects, detailing the scope, timing, and type of work, along with contact information.

3. Contract Term:

- Three years with two optional one-year renewals upon mutual agreement.

Selection Process:

- **Evaluation Criteria:** Submissions were assessed on relevant HR experience, qualifications, and references.

Firm Name	Services Offered		
Finalist Firms		Ranking	
HR Strong	Full-Service HR Services – Online and In-Person (local)	2	
Ramos Consulting	Full-Service HR Services - Online (Out of State)	1	
Spectrum	Full-Service HR Services – Mostly Online and In Person (local)	3	
Other Applicants			
HR in Motions LLC	Full-Service HR Services – Mostly Online and In Person (local)	N/A	
Navigator HR Services	Full-Service HR Services - Online (Out of State)	N/A	
Talented Tenth DC	Full-Service HR Services – Mostly Online and In Person (local)	N/A	

- **Town Leadership:** Reviewed material, interviewed firms, and evaluated the pros and cons of each firm.
- **Outcome:** Seven proposals were received, and shortlisted firms were interviewed throughout the fall of 2024. Three final firms were interviewed 2 -3 times to determine the nuances of the proposals and best use of Town resources.

The Town remains committed to best practices in Human Resources, and staff believes that the appointment of Ramos HR Consulting will help to improve the quality of the work environment for Town employees.

Budgeted Item: Yes [X] No [] NA
Budgeted Amount: \$35,000 annually
One-Time Cost: NA
Ongoing Cost: NA

Continued Date:

Council Priority: Yes [] No []

Approved Date: