

**Request for Proposal DRAFT**  
**Town of Upper Marlboro Accounting Services**

**RFP#UM 2025-02**

**Project Overview:** The Town of Upper Marlboro is requesting proposals from qualified firms of human resources specialist (hereafter referred to as "Firm(s)") to perform general human resources services in accordance with the provisions included in this request for proposal. The firm will assist the Town Administrator with human resources services.

**Scope of Work:** Qualified firms should be able to provide the following human resources services to the Town. Services required include, but are not limited to, the following:

- Job description updates
- Hiring assistance
- Onboarding
- Employee policies and Handbook review and updates
- Evaluate and assist in the performance review process
- Benefits management
- Employee grievances
- Exit interviews
- Team building and employee development

**Experience:**

- Organizational leadership
- Auditing personnel operations
- Talent acquisition and recruitment
- Conducting salary surveys and compensation reviews
- Conflict resolution
- Risk management
- Account manager must have a SHRM Certification

**Budget:** The annual budget for this service shall not exceed \$25,000.00 annually.

**Proposal Instructions:** Bidders are requested to provide the following information:

- General qualifications and experience of the company in the provision of human resource services
- Curriculum vitae of personnel assigned to this engagement

- Details of the types of services available
- References from clients
- Proposed contract rates
- Any other information that would help the review team to better understand your proposal.

**Deadline:** Responses to this RFP are to be submitted by XXXXXX, 2025 by 5pm EST. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto: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 July 1<sup>st</sup>, 2027. Proposals will be evaluated based on:

General Experience of the Firm and responsiveness to the proposal	20%
Qualifications and experience of assigned personnel	40%
Proposed terms	20%
Breadth of services available	20%

Late or faxed proposals will not be accepted. The Town reserves the right to accept or reject any proposal submitted and is not obligated to enter into a contract on the basis of any proposal submitted in response to this request. No payment will be made for costs incurred in the preparation and submission of a proposal in response to this request.

The Town will evaluate all submitted proposals. The object of the evaluation and selection process is to identify the proposal that, in the Town's opinion, offers the best value for the services requested. In assessing best value, the Town:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals
- Has no obligation to receive further information, whether written or oral, from any Proponent, nor to disclose the nature of any proposals received

**Point of Contact:** Clayton A. Anderson, Town Administrator for the Town, can be reached at 301-627-6905 or [canderson@uppermarlboromd.gov](mailto:canderson@uppermarlboromd.gov) with any questions.