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**Request for Proposals**

**Town of Upper Marlboro Government Human Resources Firm**

RFP # UM 2023-01

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**Project Overview:** The Town of Upper Marlboro is seeking proposals for professional and technical services to provide human resource (HR) consulting services. The Town releases an RFP every two years for all its professional service contractors.

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

- Implement recommended changes based on the off initial audit.
- Assist with the review and updates to personnel files, job descriptions, and job classification.
- Ensure Town staff has required training and assist with the scheduling of in-person bi-annual staff training.
- Assist with recruitment and onboarding of new staff.
- Coordinate with the Town's Health Insurance Broker to ensure Town employees have uninterrupted and proper health insurance coverage.
- Serve as the Town's primary contact and retirement coordinator for the Maryland State Retirement System.
- Manage and oversee the Town's Life Insurance Policy & any supplemental retirement programs.
- Have a certified Human Resources specialist regularly scheduled to be on-site at Town Hall for at least 4hrs per month available to speak to staff with their questions and concerns.
- General Human Resources 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 Friday, March 31st, 2023, 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 May 1st, 2023. 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 five 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. The total staff for the Town is 15 full-time, 2 part-time employees. The Town offers its employees Blue Cross Medical, Dental, and Vision insurance. 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. The Town also maintains a strong social media and web presence to stay engaged with its residents.

**Point of Contact:** Kyle Snyder, the Town Administrator, 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*