



NORTHEAST OHIO WORKER CENTER

Request for Proposal: Operations Contractor

Description:

The Northeast Ohio Worker Center (“NEOWC”) is a fiscally sponsored 501(c)(3) non-profit organization that educates, empowers, and advocates for and with low-wage, hourly workers in Northeast Ohio.

Fall of 2022 will be critical for NEOWC as it prepares for a key activity that will set the foundation for the organization - hiring the organization’s first staff person. The NEOWC strives to be a high road employer and wishes to model the characteristics of a high quality employer. To that end, NEOWC wishes to ensure that all employees of the worker center are afforded with full employment status as appropriate.

The NEOWC is a volunteer run organization and has limited capacity and expertise in operations, HR and financial services. As a result, NEOWC is seeking an operations contractor who can provide short-term, strategic support in the operations of the NEOWC as it prepares to hire its first staff person. This work will focus primarily on investigating and providing the NEOWC board with cost-effective options for payroll, bookkeeping, and other services related to the hiring of full-time staff.

Project Scope:

- Project Launch
 - Includes short meeting with key Board members to better understand organization, shared vision for success, and confirm scope and timeline.
- Operations Research
 - Research, solicit estimates and present options for the hiring process for NEOWC, a micro-nonprofit organization.
 - Best practice should include the following topics:
 - Options of payroll services + cost
 - Options of bookkeeping services + cost
 - Options of benefits package including healthcare options + cost
 - Includes NEOWC sponsored healthcare options
 - Includes marketplace options
 - Exploration of possible partnerships



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- Other relevant topics include payroll taxes and workers compensation.
- Final Deliverable
 - Recommended operations plan that includes implementation strategy of:
 - Bookkeeping (includes annual tax filing)
 - Vendor contact
 - Cost
 - Internal hiring process
 - Payroll
 - Vendor contacts
 - Costs
 - Benefits
 - Vendors
 - Costs
- Draft NEOWC employee handbook in partnership with NEOWC Board
 - NEOWC board will provide example handbooks that may serve as templates

Timeline:

This is a proposed timeline. The hiring committee is flexible and open to other options, but ideally this work should conclude no later than January, 2023. Please note, the hiring committee does not view this as part-time or full-time work. This is a discreet scope of work.

September	October	November	December	January
RFP released	Contractor Selected	Launch + Operations Research	Options Presented to Board	Final Deliverables Presented

Proposal Requirements:

Proposal should include the following:



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- Approach to work that addresses each of the areas of the scope above
- Cost
- Timeline
- Short overview of experience/resume and/or example of past work product
- 1 Reference

Submit a proposal to workercenterneo@gmail.com by no later than **Friday, October 21st**.
Questions may be directed to the hiring committee at the same email address.