REQUEST FOR QUALIFICATIONS – Human Resources Consultant
Request for Qualifications
Human Resources Consultant

Introduction

The Human Resources Office of the Seminole Nation of Oklahoma is requesting qualified firms and/or individuals to provide the Nation with their Qualifications. Those interested in providing their knowledge and expertise in this area should apply to the Seminole Nation Procurement Office.

After reviewing all submissions, those firms or individuals demonstrating the capability to service the needs of the Human Resources may be chosen to interview. All interviews must include a verbal presentation by the primary individual that will be acting as the Consultant.

Only those interested in providing their qualifications need apply. Indian Preference will apply. If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal. The documentation for Indian Preference may include a Tribal Enrollment Card and/or a Certificate of Degree of Indian Blood (CDIB) card.

Please submit five (5) hard copies and one (1) original copy of your proposal by 12:00PM (CST) on February 2, 2017 to:

Tammy Norris, Procurement Officer
Seminole Nation of Oklahoma
P.O. BOX 1498
Wewoka, Oklahoma 74884

Email: norris.t@sno-nsn.gov (for written questions only)

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy 270, Wewoka, OK 74884

Please note – phone calls to discuss this RFQ will not be returned. Individuals may email written questions to the above email address.

Background Information:

The Seminole Nation Human Resources Office has need to develop several functional areas of the HR management program in order to ensure the informational accuracy and effectiveness of the Department in the execution of its responsibilities. Additional information and development is required to maintain growth and progress. These needs are, in part, addressed by the projects identified in this document.

Duties:

Please refer to the Seminole Nation’s Code of Laws, Title 11 for specific information. This Title may be accessed on the Seminole Nation website: www.sno-nsn.gov
SCOPE OF WORK:

Project 1
A comprehensive regional area salary survey consisting of a final report showing comparative pay rates for job positions at the Seminole Nation versus pay rates at the tribal government entities of the Chickasaw, Kickapoo, Absentee Shawnee, Sac and Fox, Creek and Citizen Potawatomi Nations.

Project 2
A comprehensive review of all existing job descriptions for the purpose of:
- To determine which descriptions need updated (either content or format) and which positions are without a job description. Development of a draft job description (JD) for those positions that do not have one already.
- Put all JD’s in a standard format.
- Develop standard JD’s for common, multiple jobs within the system with the same title such as Administrative Assistant.
- Develop a base JD for use with all Director and Manager Positions.

Project 3
Review and development of standardized policies as may be requested and directed.

Project 4
Review and development of standard format for forms and creation of a standard form library.

EVALUATION
Qualifications submitted will be forwarded to the HR Office for review and selection. The award of this contract shall be made to the responsible firm(s) or individual who’s Qualification is most advantageous to the Seminole Nation. The following will be used during the evaluation process:

1. Responsiveness of the submittal in clearly stating an understanding of the work to be performed.
2. Relevant experience of the primary firm or individual.
3. Qualifications of the primary consultant and any accompanying staff.
4. Cost of Fees or Hourly Rate. (As a reference point only.)
5. Indian Preference and/or all other Federally Recognized Preferences.
For additional information, please contact:

**Tammy Norris, Procurement Officer**  
Seminole Nation of Oklahoma  
P.O. BOX 1498  
Wewoka, Oklahoma 74884  

Email: norris.t@sno-nsn.gov  

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy 270, Wewoka, OK 74884  

Or  

**Joseph Farani, Procurement Specialist**  
Seminole Nation of Oklahoma  
P.O. BOX 1498  
Wewoka, Oklahoma 74884  

Email: procurement@sno-nsn.gov  

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy 270, Wewoka, OK 74884