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**DISTRICT BOARD**  
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Judy Schriebman  
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To: Human Resources Consultants

From: Las Gallinas Valley Sanitary District ("LGVSD")

RE: REQUEST FOR PROPOSALS - HUMAN RESOURCES CONSULTING SERVICES.

Date: December 3, 2021

Dear Prospective HR Consultant,

The Las Gallinas Valley Sanitary District (LGVSD) is seeking the professional support of a firm knowledgeable in Human Resources (HR) to support LGVSD in fostering a positive culture, recruitment, investigations of employee complaints, review of counseling actions of employees, legal compliance, managing employee relations, and other related duties. Primary scope of services would be to support non-transactional activities as LGVSD has an Administrative/Financial Specialist on-site to address most transactional HR matters.

The selected firm will have a contract with LGVSD for the next two years, with a possibility of extension. LGVSD prefers having a primary HR consultant that can maintain continuity over the course of the contract. It is anticipated that the consultant would spend no more than 20 hours per week addressing the functions outlines in Section 2.1 to 2.5, Scope of Services, of the RFP.

Interested firms should review the attached RFP and submit their proposal via mail or email to arrive no later than **2:00 PM on Monday January 3, 2022**. Please refer to Section 3, Proposal Format and Section 5, Proposal Due Date and Delivery for details.

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