

Woolly Mammoth Theatre Company

REQUEST FOR PROPOSAL (RFP) HUMAN RESOURCES GENERALIST CONSULTING SERVICES

Employee Relations
Compensation
Talent Management
Benefits
Staff Development & Training
Recruiting - Must Be Informed By Anti-racist Analysis
Staff Onboarding & Off-boarding



Woolly Mammoth Theatre Company
641 D St NW
Washington, DC 20004
Phone: 202-393-3939

Prepared By: Woolly Mammoth Theatre Company
Date: June 17, 2022 (Revised)

REQUEST FOR PROPOSAL
HUMAN RESOURCES GENERALIST CONSULTING SERVICES
Woolly Mammoth Theatre Company
Washington, DC

PROPOSAL SUBMISSION DEADLINE: July 7, 2022, 5:00 pm EST

QUESTION SUBMISSION DEADLINE: June 29, 2022

DESIRED PROJECT START DATE: ASAP

ANTICIPATED PROJECT END DATE: December 30, 2022 (See "Project Objective" for more information)

INTRODUCTION

Woolly Mammoth Theatre invites and welcomes proposals for their Human Resources Generalist Consulting Services project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

ABOUT WOOLLY MAMMOTH

The Tony Award®-winning Woolly Mammoth Theatre Company creates badass theatre that highlights the stunning, challenging, and tremendous complexity of our world. For over 40 years, Woolly has maintained a high standard of artistic rigor while simultaneously daring to take risks, innovate, and push beyond perceived boundaries. One of the few remaining theatres in the country to maintain a company of artists, Woolly serves as an essential research and development role model within the American theatre. Plays premiered here have gone on to productions at hundreds of theatres all over the world and have had lasting impacts on the field. Woolly has a staff of a staff of 28 full-time employees, plus, part-time, employees and contractors, and is located in Washington, DC, equidistant from the Capitol and the White House. This unique location influences Woolly's investment in actively working towards an equitable, participatory, and creative democracy.

Woolly Mammoth stands upon occupied, unceded territory: the ancestral homeland of the Nacotchtank whose descendants belong to the Piscataway peoples. Furthermore, the foundation of this city, and most of the original buildings in Washington, DC, were funded by the sale of enslaved people of African descent and built by their hands.

"Uniquely plugged in to the mad temper of the times" - The New York Times

"The hottest theater company in town" - Washington Post

"A place where Washingtonians can find clever, unusual, often over-the-top theatrical experiences they can't find anywhere else" - Washington Life Magazine

More information on Woolly Mammoth is available at www.woollymammoth.net.

PROJECT LOCATION

The project associated with this RFP is or shall be located at 641 D St NW, Washington, DC 20004.

PROJECT MANAGER CONTACT INFORMATION

The following individual is the assigned contact for this project, and may be contacted with questions or for additional information:

Name: Ted DeLong
Title: Interim Managing Director
Phone: 202-393-3939
Email: ted@woollymammoth.net
"HR PROPOSAL FOR WOOLLY MAMMOTH" must be in the subject line

PROJECT OBJECTIVE / SCOPE OF WORK

The objective for this project is to provide human resources services in the following functions: employee relations, compensation, talent management, benefits, staff development and training, and recruiting with a strong anti-racist analysis (recruiting functions will include, without limitation: reviewing and/or assisting staff in writing job descriptions, advertising positions, phone screening candidates, reference checks, and preparing offer letters), and onboarding and off-boarding of staff.

In the course of executing the services described above, Woolly Mammoth will expect the selected bidder to achieve the following objectives no later than December 30, 2022 (subject to change by management when deemed necessary):

- Establish trust and credibility so that Woolly Mammoth staff feel safe and empowered to raise issues and concerns.
- Articulate Woolly Mammoth's compensation philosophy to staff.
- Clear communication of Woolly Mammoth's benefits, on-boarding and off-boarding to staff consistently as the HR expert.
- HR communications are consistently shared; trainings and workshops are delivered for the career advancement of staff.
- Coaching and support of managers to deliver constructive feedback and difficult conversations.

Woolly Mammoth ultimately seeks HR consulting services on an ongoing basis, but this RFP seeks proposals for services through December 30, 2022 in order to confirm suitability of the chosen firm. Proposals which preserve flexibility for Woolly Mammoth to terminate or extend an agreement with the chosen firm will receive strong consideration. This project may be bid on a retainer basis. Annual budget is around \$30,000 for total cost of the contract.

QUALIFICATIONS & EXPECTATIONS

Woolly Mammoth seeks the following qualifications in proposals for this project and will expect the following from the selected bidder:

- Must be a credible HR professional or firm that has the ability to build rapport and trust quickly with staff. Successful contractor must be available to all staff and willing to be available in person at the Woolly Mammoth offices a minimum of two (2) times per month.
- Must work within Woolly Mammoth's Employee Handbook and organizational Values and lead with integrity. Must have knowledge and familiarity with employment laws in the District of Columbia and surrounding areas.
- Must have experience working with a diverse, multi-cultural workforce and have the ability to resolve conflict, hear dissenting views, and understand how to leverage difference to achieve organizational goals.
- Must consistently demonstrate respect and psychological safety when interacting with staff.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Woolly Mammoth Theatre shall award the contract to the proposal that best accommodates the various project requirements. Woolly Mammoth Theatre reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or to award any contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Woolly Mammoth Theatre no later than 5:00 pm EST on July 7, 2022, for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Upon selection, Woolly Mammoth will enter into negotiations with the selected bidder with the intention of arriving upon a mutually-agreeable contract for services to be performed. Woolly Mammoth reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder's company was formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employer Identification Number (FEIN)
9. Evidence of legal authority to conduct business in District of Columbia (e.g., business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal (e.g., example projects of comparable scope/for comparable organizations).
11. Organization chart showing key personnel that would provide services to Woolly Mammoth.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently

under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of scope of work, timeline, and Bidder's plan to meet the stated objectives of this RFP.

Equipment or Service

- List any and all equipment or outside services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or outside service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Woolly Mammoth Theatre, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references.

By submitted a proposal, Bidder agrees that Woolly Mammoth Theatre Company may contact all submitted references to obtain any and all information regarding Bidder's performance.