



Request for Qualifications

Feasibility Assessment for Flexible Work Models

Date Issued: 6/14/2023

Submission Deadline: 7/12/2023

About U.M.O.S.

Founded in 1965, U.M.O.S. was formed by community and faith leaders who recognized the unmet needs and aspirations of migrant and seasonal farmworkers. While never forgetting its origins and initial population, U.M.O.S. has expanded its programs and services to assist people of all ethnic, racial, and linguistic backgrounds who struggle to meet their needs and dream of a better life for themselves and their families. Today, because of the generous support of individual and institutional philanthropists; federal, state, and local government agencies; employers; and other nonprofit partners, U.M.O.S. serves thousands of families every day.

U.M.O.S. is headquartered in Milwaukee, Wisconsin. It operates a total of more than 55 administrative offices and service centers across Wisconsin, Texas, Missouri, Illinois, Arkansas, Florida, and Minnesota. The organization employs nearly 800 professionals who implement 15 or more administrative and programming areas.

Project Description

U.M.O.S., Inc. is seeking qualified vendors to evaluate the feasibility of implementing flexible work models within our organization. We are interested in exploring options such as a four-day work week, hybrid remote work, and other flexible or modified schedules. The assessment should be conducted on a departmental and service program basis to provide a comprehensive analysis of each team's unique requirements and potential challenges.

We invite your company to submit a proposal outlining your qualifications and approach to conducting this feasibility assessment. The objective of the assessment is to determine the viability and potential impact of implementing flexible work models within our organization. The assessment should consider the following:

1. Current Work Environment Analysis:
 - a. Understand the existing organizational structure, work processes, and job roles.
 - b. Evaluate the current work culture, employee satisfaction, and productivity levels.
2. Departmental/Service Program Assessment:

- a. Conduct a comprehensive analysis of each department/service program to identify potential opportunities and challenges for implementing flexible work models.
 - b. Evaluate the suitability of different flexible work models for each department based on their unique requirements and responsibilities.
 - c. Assess the technical infrastructure and tools required to support flexible work arrangements.
3. Impact Analysis:
- a. Assess the potential impact of flexible work models on employee productivity, collaboration, and work-life balance.
 - b. Evaluate the anticipated benefits, challenges, and risks associated with implementing each flexible work model.
 - c. Identify any financial impact or challenges associated with implementing each flexible work model.
 - d. Identify any legal, regulatory, or contractual considerations that need to be addressed.
4. Implementation Plan:
- a. Develop a detailed roadmap outlining the steps, timeline, and resources required to implement the recommended flexible work models.
 - b. Provide guidance on change management strategies, including communication plans and training initiatives.
5. Reporting:
- a. Present findings, recommendations, and a final feasibility assessment report.
 - b. Include clear and concise recommendations on the most suitable flexible work models for each department, considering the organization's goals and objectives.

Expected Project Timeline

UMOS anticipates the following timeline for achieving project milestones:

Milestone	Anticipated Deadline
Publish & Distribute Request For Qualifications	6/14/2023
Close Request For Qualifications Bid Process	7/12/2023
Complete Finalist Firm Interviews	7/26/2023
Finalize Firm Selection	8/1/2023
Project Kick-off and Planning Meeting	8/8/2023
Finalize Project Scope and Develop Detailed Project Plan Timeline	TBD
Reporting and Final Deliverables	TBD
Project Completion	TBD

Requirements

To be considered for this project, the firm must provide the following at a minimum:

1. Company Overview:
 - a. Name, address, and contact information of your company.
 - b. Overview of your company's expertise and experience in conducting similar feasibility assessments for organizations.
2. Expertise and Methodology:
 - a. Description of your approach to evaluating organizational structures and workflow.
 - b. Methodology and approach to be used in conducting the assessment, including data collection methods and analysis techniques.
 - c. Examples of previous projects related to remote work evaluations, if applicable.
3. Project Team:
 - a. Names, titles, and qualifications of the team members who will be involved in this evaluation.
 - b. Any specific expertise or certifications relevant to remote work assessments.
4. Proposed Timeline:
 - a. Estimated project start and completion dates.
 - b. Key milestones and deliverables.
5. Cost Proposal:
 - a. Detailed breakdown of the cost for conducting the evaluation, including any additional expenses or fees. A sample Cost Estimate table delineating anticipated invoicing by line items is provided.

**Note: As an IRS recognized 501(c)(3) designated nonprofit, UMOS is exempt from state and federal taxes.*
6. References:
 - a. Contact information for at least three references from previous clients who have utilized your remote work evaluation services.

Failure to supply all information requested within the Requirements section may result in the prospective firm being disqualified. UMOS, at its sole discretion, may reach out to the prospective firm to request that the applicant cure the deficiency.

Submission Requirements

All firms interested in being considered for selection by UMOS for this project must submit a complete response no later than 3:00 p.m. CST on Wednesday, July 12, 2023. Responses must be submitted via email to: jose.martinez@umos.org

Inquiries

If your firm has questions regarding this Request For Qualifications, please feel free to submit them to:

Jose Martinez, Sr. Vice President of Farmworker and Community Based Services at
jose.martinez@umos.org

UMOS has identified Jose Martinez as the single point of contact to represent the organization during the RFQ process. Contacting other representatives of the nonprofit may lead to confusion and will be viewed as counterproductive by UMOS leadership.

General Terms

1. UMOS reserves the right to reject any and all responses, and to modify, postpone, or cancel this RFQ without liability, obligation, or commitment to any party, firm, or organization. UMOS reserves the right to request and obtain additional information from any applicant submitting a proposal.
2. UMOS reserves the sole right to evaluate each response submitted in the RFQ process.
3. All responses to the RFQ become the property of UMOS.
4. The RFQ does not commit UMOS to award a contract. UMOS will not reimburse any applicant for any cost incurred by the applicant in the preparation of an application.
5. An applicant may withdraw its response from consideration before the submission deadline by notifying Jose Martinez, Sr. Vice President of Farmworker and Community Based Services, via email and requesting UMOS remove the applicant's submission.
6. UMOS reserves the right to revise the RFQ prior to the submission deadline. Revisions, if any, shall be made by written addenda. All addenda issued by UMOS shall be included in the applicant's response and made part of the RFQ.
7. UMOS intends to enter into contract negotiations with the successful applicant detailing all terms and conditions of the proposed service. Any acceptance of an application is contingent upon the execution of a written contract. UMOS shall not be contractually bound to any applicant prior to the execution of such written contractual agreement.
8. The contents of the application submitted shall become part of the contractual obligation and incorporated by reference into the ensuing contract. The contract with a successful applicant will include penalties for non-performance and failure to meet the proposal implementation schedule.
9. The acceptance of an application is contingent on the applicant providing satisfactory proof that the vendor has adequate insurance coverage. It is in UMOS' sole discretion the amount of insurance coverage required for the period of work under this contract.

Please submit your proposal no later than 3:00 p.m. CST on Wednesday, July 12, 2023 to Jose Martinez at jose.martinez@umos.org. If you have any questions or require further clarification, please contact Jose Martinez at jose.martinez@umos.org. We will evaluate the received responses and may schedule interviews or request additional information from shortlisted candidates.

We look forward to receiving your proposal and collaborating with a qualified vendor to assess the feasibility of implementing flexible work models within our organization.

COST ESTIMATE BY SCOPE OF WORK ACTIVITY

SAMPLE Firms should identify their activities based on their proposal

Scope of Work Activity	Estimated Hours	Estimated Cost
<p>Project Initiation and Planning</p> <ul style="list-style-type: none"> a) Conduct a project kick-off meeting to discuss project objectives, timelines, and deliverables. b) Define the scope of work, including the specific flexible work models to be assessed (e.g., four-day work week, hybrid remote work, modified schedules). c) Develop a detailed project plan, outlining key activities, milestones, and resource requirements. 		
<p>Data Collection and Analysis</p> <ul style="list-style-type: none"> a) Collect data on the existing organizational structure, work processes, and job roles. b) Conduct employee surveys, interviews, and focus groups to gather feedback on work culture, satisfaction, and preferences. c) Analyze collected data to identify trends, challenges, and opportunities related to flexible work models. 		
<p>Departmental Assessment</p> <ul style="list-style-type: none"> a) Engage with key administrative and programmatic leaders to understand department-specific requirements and objectives. b) Assess the suitability of different flexible work models for each department based on their unique responsibilities and operational needs. c) Evaluate the technical infrastructure and tools required to support flexible work arrangements in each department. 		
<p>Impact Analysis</p> <ul style="list-style-type: none"> a) Analyze the potential impact of implementing flexible work models on employee productivity, collaboration, and work-life balance. b) Identify the anticipated benefits, challenges, and risks associated with each flexible work model as it relates to: <ul style="list-style-type: none"> Financial Legal Regulatory Contractual considerations Others that need to be addressed 		
<p>Recommendations</p> <ul style="list-style-type: none"> a) Provide clear and concise recommendations on the most suitable flexible work models for each department, considering the organization's goals and objectives. 		

b) Address any questions or feedback from the organization regarding the assessment and proposed flexible work models.		
Implementation Plan a) Develop a detailed implementation plan, outlining the steps, timeline, and resources required for implementing the recommended flexible work models. b) Provide guidance on change management strategies, communication plans, and training initiatives to support a smooth transition.		
Project Closure		
TOTAL		

Firms bidding on this project may replicate and customize this table in their responses.

Proposals will be rated as follows:

	Max Score
1. Company Experience and Expertise	
Experience in conducting similar assessments	20
Demonstrated knowledge of flexible work models	15
Relevant qualifications and certifications	10
2. Team Composition and Qualifications	
Expertise and experience of team members	15
Relevant certifications or training	10
3. Methodology and Approach	
Clear and logical assessment methodology	15
Appropriate data collection and analysis methods	10
4. Proposed Timeline and Project Management	
Realistic timeline for completion	10
Demonstrated project management capabilities	10
5. Cost and Value for Money	
Cost estimate aligned with the project scope	10
Perceived value for the proposed cost	5
Total Possible Score	130