

Request for Proposals (RFP)

Human Resources Consultation Services



School Social Work
Association of America

Issued by:

School Social Work Association of America (SSWAA)

Date Issued: November 3, 2025

Proposal Due Date: November 21, 2025

1. Overview

The School Social Work Association of America (SSWAA) invites proposals from qualified Human Resources consultants or firms to provide short-term HR consultation services. As a small, national nonprofit association without internal HR staff, SSWAA seeks expert guidance to ensure our human resources practices reflect current standards, pay equity, and organizational best practices.

This engagement will focus on three top priorities:

1. Review and update of existing job descriptions.
2. Review of current pay scales to ensure internal and external equity.
3. Review of SSWAA's staff handbook to confirm inclusion of key policies and compliance with current regulations.

The ideal partner will offer practical, actionable recommendations that can be implemented efficiently within a small, collaborative nonprofit setting.

2. About SSWAA

The School Social Work Association of America (SSWAA) is the national professional member association representing school social workers across the United States. The School Social Work Association of America advances and strengthens the profession by supporting and empowering school social workers and state school social work associations through professional and leadership development, resources, and advocacy. SSWAA establishes national standards and evidence-informed practices to ensure high-quality services are provided for all students.

SSWAA operates with a small, dedicated team of five full-time and one part-time staff, all working remotely to support thousands of members, national initiatives, and advocacy

efforts. Our staff model is lean but impactful, with each position contributing significantly to organizational operations, member engagement, and mission advancement.

3. Scope of Work

The selected consultant or firm will complete the following activities:

A. Job Description Review

- Review six existing job descriptions (five full-time, one part-time).
- Recommend updates to ensure alignment with roles, appropriate scope, and comparable positions in similar nonprofit organizations.
- Identify potential overlaps or gaps in responsibilities.

B. Pay Scale Review

- Conduct a market analysis to assess salary competitiveness and internal pay equity.
- Provide recommendations for potential adjustments or salary bands to ensure fairness, equity, and alignment with nonprofit compensation standards.

C. Staff Handbook Review

- Review SSWAA's current handbook for compliance, completeness, and clarity.
- Identify outdated or missing policies (e.g., remote work, leave, or grievance procedures).
- Provide updated or model language where needed.

Deliverables:

- Written summary report of findings and recommendations.
 - Updated job descriptions and revised handbook (in editable formats).
 - Brief presentation (virtual) summarizing recommendations and next steps.
-

4. Timeline

The anticipated project timeline is 6–8 weeks from contract initiation.

- Target start date: December 1, 2025
- Completion date: January 31, 2026

Proposers are encouraged to suggest an efficient project schedule and streamlined process that minimizes staff time while achieving high-quality outcomes.

5. Proposal Requirements

Proposals should include:

1. Cover Letter summarizing qualifications and interest in this project.
 2. Approach & Process: Describe how you will complete the scope of work efficiently (e.g., review of existing materials, brief interviews, benchmarking resources).
 3. Timeline & Availability: Outline proposed project timeline and milestones.
 4. Experience & Qualifications: Highlight experience with small or national nonprofit organizations, particularly virtual teams.
 5. Team & Key Personnel: Identify primary contact and any supporting staff.
 6. Fee Proposal: Provide a clear, itemized fee structure (flat project rate preferred for efficiency).
 7. References: At least two references from similar nonprofit clients.
-

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and understanding of nonprofit HR needs.
 - Efficiency and clarity of the proposed process.
 - Qualifications and experience of key personnel.
 - Quality and practicality of deliverables.
 - Cost-effectiveness and overall value.
 - References and demonstrated client satisfaction.
-

7. Submission Instructions

Please submit your proposal electronically (PDF format preferred) to:

Rebecca K. Oliver, Executive Director

r.k.oliver@sswaa.org

Subject Line: “RFP – HR Consultation Services”

Proposals must be received by November 21, 2025.

Questions may be directed to Rebecca K. Oliver, r.k.oliver@sswaa.org prior to submission.

8. Terms

SSWAA reserves the right to accept or reject any proposal, negotiate scope and pricing, and award the contract that best meets the needs of the organization. This engagement is intended as a short-term contract, with the possibility of additional future work (e.g., onboarding processes, performance evaluation tools, or organizational structure reviews) based on need and consultant performance.

Note to proposers:

SSWAA values efficiency and collaboration. Proposals that include clear, time-bound project plans and streamlined communication strategies (e.g., brief check-ins, document review via shared platforms) will be prioritized. We welcome recommendations for tools or templates that simplify implementation and long-term sustainability.