

REQUEST FOR PROPOSALS

Fractional Human Resources Services

West Central Texas Council of Governments
Abilene, Texas

RFP Information	Details
Issuing Organization	West Central Texas Council of Governments (WCTCOG)
RFP Title	Fractional Human Resources Services RFP – 042026- 1
RFP Issue Date	April 23, 2026
Proposals Due	May 15, 2026, 5:00 PM CST
Questions Deadline	May 4, 2026, 5:00 PM CST
Primary Contact	Terra Moreno, Executive Director tmoreno@westcentraltexas.org
Mailing Address	3702 Loop 322, Abilene, TX 79602

1. Introduction and Background

The West Central Texas Council of Governments (WCTCOG) is a regional planning organization serving a 19-county area in West Central Texas, headquartered in Abilene. WCTCOG provides a broad range of services across multiple program areas, including community and economic development, regional planning, area agency on aging, homeland security, 9-1-1 administration, criminal justice, and veteran services. As a multi-program organization administering federal, state, and local grants across these service areas, WCTCOG seeks HR support commensurate with the complexity of its operations.

WCTCOG is seeking proposals from qualified vendors to provide fractional (part-time, as-needed) human resources consulting services to support organizational HR functions. The selected vendor will serve as an external HR resource, working collaboratively with WCTCOG leadership and staff to ensure sound HR practices, regulatory compliance, and a positive organizational culture.

2. Scope of Services

The successful respondent will provide fractional HR services that may include, but are not limited to, the following:

2.1 HR Compliance and Policy

- Review, update, and develop personnel policies and procedures in compliance with applicable federal, state, and local employment laws
- Ensure compliance with FLSA, FMLA, ADA, EEO, and other applicable employment regulations
- Advise on compliance requirements specific to the public sector
- Conduct periodic HR audits and risk assessments

2.2 Employee Relations and Investigations

- Provide guidance on employee relations matters, including performance issues, disciplinary actions, and separations
- Conduct or support workplace investigations, including grievance matters
- Advise on documentation best practices and corrective action processes
- Support leadership in navigating difficult personnel situations with legal and ethical soundness

2.3 Recruitment and Onboarding

- Advise on recruitment strategies, job description development, and interview processes
- Support development of onboarding and new employee orientation materials
- Consult on compensation benchmarking and salary structure

2.4 Training and Organizational Development

- Provide or coordinate training for supervisors and staff on HR-related topics (e.g., harassment prevention, performance management, documentation)
- Advise on succession planning and organizational structure
- Support leadership development initiatives

2.5 Strategic HR Consulting

- Serve as a strategic thought partner to the Executive Director on HR matters
- Participate in leadership meetings as requested
- Provide recommendations for HR technology, recordkeeping systems, and process improvements

3. Contract Term

The initial contract term will be 1 year, with options to renew for up to 2 additional 1-year terms, contingent upon satisfactory performance and available funding. WCTCOG anticipates a retainer or hourly engagement model; respondents should propose a structure that best suits the scope described above.

4. Proposal Requirements

Proposals must be submitted electronically as PDFs to Terra Moreno at tmoreno@westcentraltexas.org by the deadline specified above. Proposals must include the following:

4.1 Cover Letter

A cover letter that briefly introduces the firm or individual, confirms interest in the engagement, and identifies the primary point of contact.

4.2 Organizational/Professional Qualifications

- Overview of the firm or consultant, including years in operation and areas of HR expertise
- Relevant certifications (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR)
- Description of experience working with public-sector, regional planning, or nonprofit organizations
- Experience with multi-grant, multi-program environments preferred

4.3 References

Provide a minimum of three (3) professional references from organizations of similar size and complexity. References should be available to speak with WCTCOG representatives and should include contact name, title, phone, and email.

4.4 Proposed Approach and Work Plan

Describe your proposed approach to delivering fractional HR services to WCTCOG, including how you would structure an initial engagement, assess organizational needs, and prioritize areas of focus during the first 90 days.

4.5 Fee Proposal

Provide a clear and detailed fee structure. Proposals may include a monthly retainer, hourly rate, or blended model. Please specify:

- Retainer amount (if applicable) and what services are included
- Hourly rate for services outside retainer scope
- Any additional fees, travel costs, or out-of-pocket expenses
- Payment terms

4.6 Conflict of Interest Disclosure

Disclose any actual or potential conflicts of interest with WCTCOG, its member governments, partner organizations, or current contractors. If none exist, a statement to that effect is required.

5. Evaluation Criteria

Proposals will be evaluated by a review committee using the following criteria:

Evaluation Criterion	Weight
Relevant experience and qualifications	25%

Demonstrated knowledge of public sector HR compliance	20%
Quality and clarity of the proposed approach	20%
Strength of references	15%
Cost reasonableness and fee structure	15%
Overall responsiveness to RFP requirements	5%

WCTCOG reserves the right to interview finalists prior to making a selection. Award of a contract is subject to approval by the WCTCOG Executive Committee.

6. General Terms and Conditions

6.1 Right to Reject

WCTCOG reserves the right to accept or reject any or all proposals, to waive informalities, and to award a contract in a manner deemed most advantageous to WCTCOG.

6.2 Confidentiality

All proposals become the property of WCTCOG. Respondents should clearly mark any proprietary information. WCTCOG will endeavor to protect confidential business information to the extent permitted by applicable law.

6.3 Costs of Proposal Preparation

WCTCOG assumes no responsibility for costs incurred by respondents in preparing or submitting proposals.

6.4 Non-Discrimination

WCTCOG is an equal opportunity employer and requires its contractors to comply with all applicable non-discrimination laws and regulations.

6.5 Insurance Requirements

The selected vendor will be required to carry, at a minimum, general liability insurance and professional liability (errors and omissions) insurance in amounts satisfactory to WCTCOG. Evidence of coverage must be provided prior to contract execution.

6.6 Public Records

Proposals submitted to WCTCOG may be subject to disclosure under the Texas Public Information Act. Respondents are advised accordingly.

7. Procurement Schedule

Milestone	Target Date
RFP Issued	April 23, 2026
Deadline for Written Questions	May 4, 2026, 5:00 PM CST
Responses to Questions Issued	May 8, 2026, 5:00 PM CST
Proposals Due	May 15, 2026, 5:00 PM CST
Finalist Interviews (if applicable)	May 19-22 2026
Expected Contract Award	May 28, 2026
Anticipated Contract Start Date	June 2, 2026

8. Contact and Questions

All questions regarding this RFP must be submitted in writing by email to:

Terra Moreno
Executive Director
West Central Texas Council of Governments
3702 Loop 322, Abilene, TX 79602
tmoreno@westcentraltexas.org

All addenda, amendments, and responses to questions will be distributed to all registered respondents via email. To register interest and ensure receipt of all communications, please send an email to the address above with the subject line: "Fractional HR RFP – Interest Registration."

Thank you for your interest in serving the West Central Texas region.