

West Central Texas Council of Governments
Addendum No.1 – Request for Proposals
Fractional Human Resource Services

Question Submission Deadline: May 4, 2026, 5:00 PM CT
Addendum Issued: May 7, 2026

Scope & Hours

1. What is WCTCOG's anticipated number of hours per month for fractional HR services? Is there a budgeted range or expected utilization level that would help respondents tailor their fee proposals?

WCTCOG does not have a predetermined hour cap. Respondents are encouraged to propose a structure — whether retainer-based, hourly, or tiered — that reflects the scope of services described in the RFP. The review will evaluate proposals based on overall value and approach rather than on a fixed utilization target.

2. Does WCTCOG currently have any internal staff member(s) responsible for HR functions, or would the selected vendor serve as the sole HR resource?

WCTCOG does not currently have a dedicated HR professional on staff. The selected vendor will serve as the primary HR resource, working in close coordination with the Executive Director.

3. Approximately how many employees does WCTCOG currently employ across all programs and departments?

83 Full-Time Employees

10 Temporary Staff

0 Part-time

Current State

4. Does WCTCOG have a written personnel policy manual or employee handbook currently in place? If so, when was it last reviewed or updated?

WCTCOG has a personnel policy manual currently in place. It was last formally reviewed in 2024. One of the early priorities for the selected vendor will be a comprehensive review and update of the document to ensure current compliance and adherence to best practices.

5. Has WCTCOG previously engaged an external HR consultant or firm for similar services?

WCTCOG has engaged external HR consulting on a limited basis. This RFP seeks to establish an ongoing fractional HR relationship that provides broader organizational support.

6. Are there any known or pending HR compliance concerns or organizational changes that the selected vendor should be prepared to address at the start of the engagement?

WCTCOG is seeking to have a comprehensive HR assessment completed as an early delivery of this engagement. Priority areas include organizational structure, departmental alignment, and employee classification — specifically ensuring that exempt and non-exempt designations are accurate and compliant. Respondents should demonstrate experience conducting HR assessments and providing actionable recommendations in these areas.

Operations & Delivery

7. Does WCTCOG currently use HRIS, a payroll system, or other HR technology platforms?

WCTCOG uses Momentive's Human Resources module for its HRIS and payroll functions. Enrollment management is Employee Navigator

The selected vendor should be able to work within existing systems or advise on appropriate platforms as part of the engagement.

8. How many program directors or department heads would the selected vendor interact with regularly and would the primary reporting relationship be to the Executive Director?

The selected vendor would interact regularly with approximately 6 department heads. The primary reporting relationship will be with the Executive Director.

Contract & Logistics

9. Are there specific insurance coverage minimums for general liability and professional liability/E&O, or will those be negotiated during contracting?

Specific insurance minimums are not prescribed in the RFP. WCTCOG will review coverage levels during contract negotiations and expects respondents to provide commercially reasonable coverage consistent with the proposed scope of services. Respondents are encouraged to include current coverage levels in their proposal.

10. Will responses to questions be shared with all registered respondents?

Yes. All questions received and responses provided will be posted on the WCTCOG website.