



Date: March 24, 2025

To: Interested Human Resources (HR) Firms

From: First 5 Fresno County

Re: Request for Quotations – Human Resources Services

Purpose for the Request for Quotations (RFQ):

First 5 Fresno County is seeking a qualified firm to provide Human Resources (HR) Services. The services requested include:

- Email/Telephone/Video/In-person support from HR professionals for a small team of approx. 10-15 employees
- Assistance with common HR-related requirements (i.e., employee handbook updates, mandated trainings, minimum wage, etc.)
- HR technical assistance & support (i.e., job descriptions, appraisals/evaluations, retention benefit options, etc.)
- Individualized support & coordination of employees' Leaves of Absences
- Facilitation of trainings, professional development and/or forum opportunities
- Individualized Human Resources support, as needed

Information about First 5 Fresno County:

At First 5 Fresno County (F5FC) we believe children thrive when their families thrive. We invest in and partner with public, private and community benefit agencies to strengthen our community's supports for families with young children. The F5FC staff is a small team that works on impactful initiatives focused on the first 5 years of life. We are just as invested in our contracts and early childhood advocacy as we are in our people. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. We value relationships amongst our teammates and all those we interact with because relationships matter. Our goal is to foster a team environment where people show up with their whole selves because we value diversity and inclusion.

Contract Period:

The contract term is a 12-month period beginning July 1, 2025 and concluding June 30, 2026 with a renewable option for up to a total of five years based on performance and Commission approval.

Questions:

Any questions about this RFQ must be submitted via e-mail to funding@first5fresno.org with the subject line: “*Question RFQ - HR Services*”. Questions will be accepted until Monday, April 21, 2025. F5FC will post answers to any questions received by 5 p.m. on the F5FC website (www.first5fresno.org/funding) every Thursday beginning on March 27, 2025 through April 17, 2025 with an additional posting on Tuesday, April 22, 2025.

Submission Instructions:

Interested firms should respond electronically to funding@first5fresno.org with a brief proposal including a cost breakdown of the aforementioned services by 5 p.m. Thursday, April 24, 2025.

RFQ Timeline:

Release of RFQ	March 24, 2025
Deadline for Questions	April 21, 2025
Response Dates to Questions	March 27, 2025 April 3, 2025 April 10, 2025 April 17, 2025 April 22, 2025
RFQ Submission Deadline	April 24, 2025 by 5 p.m.