



## **HR Operations & Advisory Services - RFP HQ-2022-05**

### **Questions & Answers**

Below please find a comprehensive list of questions received from vendors by November 17, 2022 in regards to RFP-HQ-2022-05 and their corresponding answers:

**Q:** What is the current HR structure/solution supporting EAI today?

**A:** We are building a new HR solution for 2023 of which this consultancy will be a key piece.

**Q:** Will the selected solution be a fully outsourced HR and Recruiting function?

**A:** It will be a fully outsourced HR Operations & Advisory Services function

**Q:** How many employees does EAI have?

**A:** 90

**Q:** How many of those employees are US based vs. in other country offices and what countries specifically would your HR partner be supporting?

**A:** 17 are based in the US; all countries will be supported: our current countries of operation are Cote d'Ivoire, Somalia, Kenya, Burkina Faso, Niger, Chad, Nigeria, Philippines, Nepal; these countries change based on current projects and funding

**Q:** The RFP references the development of salary scales – does EAI have an existing compensation program that you're looking to have a partner administer or do you need to develop compensation program from scratch?

**A:** We will be looking for advice and a review of our compensation policies. We do not need the Consultancy to administer the compensation program.

**Q:** What HRIS/technology systems are used by the HR team today?

**A:** Bamboo HR

**Q:** Is payroll administration part of the HR function? If yes, please details if this is for US payroll only or international and please share details about payroll frequency and any known complexities.

**A:** No

**Q:** What, if any, major HR related initiatives are planned/foreseen in the anticipated 12 month partnership?

**A:** The major initiative will be onboarding and streamlining this Consultancy without our HR function.

**Q:** The RFP mentions recruitment support and reads as if you are looking for full lifecycle recruitment. Can you share what the current recruitment strategy/solution is today?

**A:** This is one of the areas for which we will be seeking advice.

**Q:** Beyond the current positions listed on your website, what are the anticipated hiring needs over the course of the 12-month partnership?

**A:** Currently, we are foreseeing only those positions posted on our website. Other hiring needs will be posted as they arise.

**Q:** The RFP indicates the partnership is anticipated to be on a time and materials/fixed hourly rate cost structure. Our model is based on hourly rates but does require a minimum commitment of monthly support based on each client's needs given our model to allocate a dedicated resource for the committed level of effort. Is EAI open to this type of cost structure?

**A:** It is our expectation to use this service regularly, and how the effort is allocated and projected over time and across functions should be part of the bidder's proposed solution.