



REQUEST FOR PROPOSAL (RFP)

HR Services Plan

Issued: April 22, 2024

Proposal Due Date: May 6, 2024

1.0 PROJECT SUMMARY

Conservation X Labs is seeking proposals from qualified vendors to provide HR services as detailed below.

2.0 ABOUT CONSERVATION X LABS

Conservation X Labs (CXL) is a technology and innovation company that creates and incentivizes innovative solutions to end the Sixth Mass Extinction. We create new products in our labs, lead open innovation competitions to harness planetary genius, and empower talented innovators across disciplines to collaborate and revolutionize the future of conservation.

Locations:

DC Office (HQ) – 10 employees

Seattle Office – 8 employees

U.S. remote – 13 employees

International remote (Lima, London, Spain, etc.) – 10 employees

3.0 SCOPE OF SERVICES

- Maintain and improve CXL's current HR practices, guides, and policies
 - Maintain and improve Employee Handbook, organizational chart, and other core documents and guides for new staff
 - Maintain personnel policies, periodically reviewing existing policies, updating and promulgating policies, and ensuring policies are appropriately filed and followed
 - Solicit periodic feedback on CXL offer letter, position description common elements, and other core documents for hiring new employees to ensure they are best-in-class
 - Review, manage and improve CXL employee progression and career tracks/salary bands system
 - Manage and improve the current CXL performance management process
 - Ensure state and federal compliance with HR laws and regulations
 - Be available for staff questions on CXL policies and benefits
 - Conduct exit interviews and manage the departure of employees
- Manage CXL benefits, compensation and retention strategies
 - Working closely with CXL's health insurance broker, review and manage current health insurance, dental and vision insurance, 401k, and other benefits; complete an



annual review of CXL's offerings and recommend any changes based on industry trends and staff feedback

- Provide recommendations on best practices and industry standards
- Provide detailed input on current salaries based on market data/performance and provide recommendations
- Talent Acquisition
 - Work with CXL team to develop job descriptions and postings
 - Research market around new potential hires to determine salary bands
 - Manage interview workflow from job posting to hire
 - Review resumes
 - Conduct screening interviews
 - Schedule follow-up interviews with relevant staff
 - Send rejection emails
 - Collate interview notes and findings into a comprehensive findings to present to hiring teams
 - Manage the onboarding process, working closely with supervisors and completing a check-in one month after start date

4. PROPOSAL SUBMISSION GUIDELINES

Proposal Format: Proposals should be concise, formatted as PDFs, and include the following sections:

1. Executive Summary
2. Understanding of CXL's Needs
3. Proposed HR Services and Strategies
4. Experience and Qualifications
5. Case Studies or Examples of Previous Work
6. Pricing Structure
7. References

Submission Deadline: Proposals must be submitted via email to hrrfp@conservationxlabs.org by May 6, 2024 at 5pm EST.

5. EVALUATION CRITERION

Proposals will be evaluated based on the following criteria:

- Understanding of CXL's mission and needs
- Innovativeness and effectiveness of the proposed HR strategies
- Experience with similar organizations or projects
- Quality of previous work (through case studies or references)
- Cost-effectiveness of the proposal



6. TERMS AND CONDITIONS

- Proposals must remain valid for a period of 60 days after the submission deadline.
- CXL reserves the right to reject any or all proposals or to select the proposal that it determines, in its sole discretion, to be in its best interest.
- Confidentiality of all proposals and communications will be maintained throughout the RFP process.

7. CONTACT INFORMATION

For any inquiries or further information regarding this RFP, please contact:

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