



OPENCAPE

Creating Regional Broadband Opportunities

PO Box 762 | West Barnstable, MA | 02668-1599

(888) 253-2561 V | (508) 375-4162 F info@opencape.com | www.opencape.com

March 14, 2010

The OpenCape Corporation is seeking to secure the services of a company proficient in the provision of human resources services to small non-profit organizations. Specifically we require assistance in the development of an HR support environment for 3-4 full time employees followed by three years of ongoing support.

Project Timeline – *all dates are subject to change at OPENCAPE's discretion*

- **March 14, 2010** – RFP released
- **March 22, 2010** – Closing date for RFP inquiries
- **March 24, 2010** – RFP inquiry response due by OPENCAPE
- **March 29, 2010** – All RFP submissions due
- **April, 2010** – Vendor meetings scheduled as needed

RFP Response:

One (1) electronic copy of the reply must be emailed to info@opencape.com **on or before 3:00pm on March 29, 2010.**

Sincerely,

Daniel J. Gallagher
President and Chairman



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OPENCAPE, Inc.

REQUEST FOR PROSOSAL

Human Resource Services
Supporting OpenCape Corporation

1. Overview

The OpenCape Corporation is a 501 (C) (3) non-profit corporation dedicated to improving the broadband network infrastructure on Cape Cod and the southeast Massachusetts region. It was recently the recipient of \$40 million of funding to build a fiber optic and wireless network. As a consequence, OpenCape will soon be hiring three to four fulltime employees to run the corporation and manage the construction of the network. One of these positions will be an administrative assistant but OpenCape anticipates outsourcing most human resource and financial functions. It is not expected that the number of employees will grow over the next couple of years.

The OpenCape Corporation is soliciting responses from qualified human resource service providers to help define compensation packages for these positions, develop company policies and procedures, and establish a framework for employee recordkeeping and reporting consistent with state and federal guidelines. In addition to this startup work, OpenCape is interested in contracting for up to three (3) years of ongoing support services.

1.2. The Process for Evaluating RFI Responses

OpenCape needs to hire these employees as quickly as possible and therefore the time for response to the RFP is short. The deadline for submitting responses to this RFP is **March 29, 2010** (*Please refer to Section 4 for additional detail*). OpenCape Corporation will engage potential partners in subsequent discussions to clarify responses as is necessary but hopes to conclude an agreement no later than mid-April.

2. Evaluation Process and Criteria

2.1. Evaluation criteria

Responses will be evaluated on the degree to which they help OpenCape Corporation meet its objectives. We will look at the following dimensions of each response:

- Scope of services – Proposal responses will be evaluated based upon the completeness of their ability to meet the required services detailed in section 3 as well as any relevant additional service proposed.
- Expertise – Evaluations will include both factors of demonstrated competency in all the required services and prior engagements with similar small non-profit organizations.
- Timeliness –The ability to begin work with OpenCape promptly is considered important.
- Cost – Proposals will be evaluated based upon the overall cost effectiveness to OpenCape. Both costs during the initial startup phase and a multi-year support plan will be considered.

2.2. Right of Evaluation

OpenCape Corporation will have the sole responsibility of evaluating the Responses based on the above criteria. At its discretion, OpenCape Corporation may elect not to pursue an Agreement for

any of the services requested in this RFP, or to pursue an Agreement with one or more respondents for some or all of the requested services.

2.3. Response Requirements

All responses should be submitted electronically, using a standard file format (e.g., Adobe PDF, Microsoft Word) to the email address shown below. Unless a different email address is specified in the submittal, acknowledgement of receipt of proposals will be made via return email: info@opencape.com.

2.4. Questions Regarding RFP

Any questions regarding this RFP should be submitted no later than **March 22, 2010** (*Please refer to Section 4 for additional detail*) to the following e-mail address: info@opencape.com.

All questions received by the deadline, along with the corresponding responses, will be distributed via email to all respondents by the end of the business day on **March 24, 2010** (*Please refer to Section 4 for additional detail*). Please be sure to include the email address to which the summary of questions and responses should be sent.

2.5. Availability of Proposals

Any items that the vendor wishes to cover under a non-disclosure agreement should NOT be included in this response.

3. Scope

3.1. General description / requirements

Initial Phase – leading to the employment of a full time staff with benefits plans. Respondents should state how they would provide OpenCape with the following services. They should also clearly indicate any additional services they view as necessary or optional during this phase.

- Refinement of job descriptions and recommended total compensation packages. Employee search and recruitment services should be not included in your response.
- Selection of benefit providers and arrangements needed to provide them to employees
- Coordination with a payroll processing service
- Production of a policy and procedures handbook
- Provision of an employee recordkeeping system compliant with State and Federal requirements

Ongoing support – Please describe and detail the costs of continuing support services for up to three years. If year one costs are expected to be different than later years describe this explicitly. Anticipated ongoing support services include, but are not limited to:

- On call advisory services
- Benefits review
- Regulatory compliance reviews and policy and procedure updates as necessary
- Staff training on company, state and federal policies and procedures

Respondents should describe additional ongoing support services that they see as necessary.

3.2. References / Experience

Respondents should provide information describing the organization's experience, expertise, and track-record relevant to support their participation in the OpenCape project. This should include references to previous work in similar projects and work within the region.

3.3 Timeline

Respondents must include a proposed timeline for the delivery of Initial Phase services based upon days from award of contract. They should also give the earliest possible date that they could begin to work with OpenCape.

3.4 Cost structure

Respondents are strongly encouraged to cost out offered services as distinctly as possible. At minimum separate prices must be given for Initial Phase services and Ongoing Support. OpenCape intends to select what it considers the most cost effective set of services so an ala carte style of pricing for services, especially those offered above our minimum requirements is desirable.

4. Due Dates

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