

***Nueta Hidatsa Sahnish College***

# Request for Proposal – Human Resource Auditor

Nueta Hidatsa Sahnish College (NHSC) is soliciting proposals from companies to provide an external audit of the Human Resource Department. NHSC has approximately 70 full-time and 10 part-time employees. The Human Resource Department consists of the H.R Director. This request for proposal contains background information on NHSC and specific information that must be included in every proposal submitted. Please submit all proposals to our office at the following address or via email:

Nueta Hidatsa Sahnish College

P.O. Box 490

Attn: Human Resources

New Town, ND 58763 sprosp@nhsc.edu

NHSC is a 501(c) (3) and the Tribal College for the Mandan, Hidatsa, Arikara Nation. It is located in New Town, North Dakota with satellites in White Shield, Parshall, Mandaree, and Twin Buttes. The mission of the College is to be “a unique educational community founded in culture and spirituality that nurtures holistic student success.”

## Scope of Audit

* To provide and review existing policies, procedures and practices
* Provide an assessment concerning staff training, employee development, job evaluations, recruitment, candidate selection process, orientation and compensation
* To provide and review the organization’s existing policies, procedures and practices regarding training, development, job evaluation, recruitment and selection orientation and compensation
* Provide assessment and training for management pertaining to employee performance appraisals
* Measure and assess current organizational structure
* Legal compliance audit, records audit, HR functions audit

## Proposal Requirements

Please provide the following information as part of your proposal:

* Background information including work experience of firm, different areas of expertise
* Range of services provided for audit
* Credentials of individuals auditing staff
* What does your audit philosophy consist of and how will it impact the organization positively?
* Projected timetable to provide service, procedures used to administer the audit
* Scope of work provided
* Previous clientele listing
* Estimated Costs (breakdown of staff hours)

Please direct any questions to Sidney Prospere H.R Director at 701-627-8042 or sprosp@nhsc.edu