



## **OutFront Minnesota Request for Proposals (RFP)**

### ***Human Resources Process Evaluation, Human Resources Support Contract***

- Proposals due by September 12th, 2025
- Proposal selection by September 29th, 2025

#### **Mission and Vision:**

OutFront Minnesota's mission is to build power within Minnesota's 2SLGBTQIA+ communities and address inequities through intersectional organizing, advocacy, education, and direct support services. We envision a safe and equitable world where all members of our communities are free to lead lives of opportunity, autonomy, and full self-expression.

#### **Scope:**

This contract will support and assess the HR processes of OutFront Minnesota. This contract has a fixed budget of \$10,000. We anticipate beginning the work in the fall of 2025 with expected final deliverables and recommendations by early 2026.

#### **Specifically this will entail:**

- Onboarding process
- Record keeping for internal employee documents
- Policy reviews and recommendations
- Comprehensive overview of current practices and identifying areas of improvement
- Annual performance review process
- Employee performance improvement plans
- Offboarding process

#### **Key Qualifications:**

- Professional experience in Human Resources and employment policy in the state of Minnesota
- Prior professional experience supporting or working with nonprofit organizations
- Enthusiasm and experience in working with 2SLGBTQIA+ organizations and/or populations.

For the proposal, please supply no more than three pages describing your alignment with our work, approach to the project, key credentials, qualifications, and an anticipated budget. To submit a completed proposal or ask any questions, reach out to Executive Director Kat Rohn ([kat@outfront.org](mailto:kat@outfront.org))