

## **Human Resources Consulting Services for Municipal Services**

The City of Tontitown invites qualified firms and individuals to submit a **Statement of Qualifications (SOQ)** to provide **Human Resources (HR) Consulting Services** in support of municipal operations.

### **Scope of Services**

The selected consultant(s) may be requested to provide professional HR consulting services, including but not limited to:

- Human resources policy development and review
- Classification, compensation, and job evaluation studies
- Employee relations, performance management, and disciplinary processes
- Organizational development and workforce planning
- Compliance with applicable employment laws and regulations

Services may be required on an **as-needed basis** over the term of the agreement.

### **Minimum Qualifications**

Respondents should demonstrate:

- Experience providing HR consulting services to **municipal or public-sector organizations**
- Knowledge of applicable employment legislation and public-sector HR practices
- Professional credentials and relevant certifications
- Capacity to deliver services in a timely and professional manner

### **Submission Requirements**

The SOQ should include, at minimum:

1. Firm background and areas of expertise
2. Relevant experience with municipal or public-sector clients
3. Qualifications of key personnel
4. Description of approach to providing HR consulting services
5. References from similar engagements

## **Submission Details**

- **Submission Deadline:** March 13, 2026, at 4:00 p.m.
- **Submission Method:** Mail to PO Box 305, Tontitown, AR 72770
- **Contact for Inquiries:** Mark Latham, Community Development Director – [mlatham@tontitownar.gov](mailto:mlatham@tontitownar.gov) -479-3612700.

## **Evaluation and Selection**

SOQs will be evaluated based on qualifications, experience, technical competence, and demonstrated ability to meet the needs of municipal services. Shortlisted firms may be invited to participate in further discussions or interviews.

**City of Tontitown** reserves the right to accept or reject any or all submissions and to cancel this application at any time.