

**Rochester Area Nonprofit Consortium
Joint Purchasing
2019 Action Plan
Working DRAFT**

Primary Focus: Human Resources

Goal: Increase support to local organizations in their human resources function by creating shared arrangements (staffing or contracts) and technical assistance opportunities.

Secondary Focus: Goods and Supplies

Goal: Increase opportunities to reduce expenses related to goods and supplies.

Deliverable/Task	Timeline	Person(s)/Group(s) Responsible
DELIVERABLE: Shared or jointly negotiated contract for human resources.		
1) Update human resources survey data analysis to identify organizations interested in and willing to spend resources on a shared contract for human resources.	Early Feb 2019	Strategist
2) Present action plan for feedback during February “Taking Action to Develop Shared Services: Part 2” Forum. Facilitate small group breakout to gather additional information.	Mid-Feb 2019	Strategist, JP Action Group Representative
3) Outline tasks for Human Resources Subgroup and recruit participants.	Feb/Mar 2019	Strategist
4) Convene Human Resources Subgroup comprised of 4-5 representatives from organizations which: <ul style="list-style-type: none"> ▪ have a high need and are willing to spend resources on additional support, and ▪ already have human resources staff who can add valuable expertise. 	Mar/Apr 2019	Strategist, JP Action Group Representative
5) Develop messaging that clearly articulates needs. Gather additional data through surveys or interviews to assist in this process if needed. Consider including small business in effort.	Apr 2019	HR Subgroup, Strategist
6) Create a list of potential human resources vendors. Reach out to human resources groups like Rochester Human Resources Association (RHRA) or Minnesota’s Society for Human Resources Management (SHRM) to determine best approach to obtaining vendor lists.	Apr 2019	HR Subgroup, Strategist
7) Draft Request for Information (RFI). The RFI will articulate the needs and interests of local organizations of varying sizes and types to solicit interest from potential vendors.	May 2019	HR Subgroup, Strategist
8) Consult with human resources experts and/or legal counsel if appropriate to discern any potential issues.	May 2019	HR Subgroup, Strategist
9) Approve RFI and distribute to list of potential vendors for an approximately four-week response period.	Jun 2019	HR Subgroup, Executive Committee
10) Review responses to RFI and select a subset to present to the Subgroup and/or Executive Committee.	Jul/Aug 2019	HR Subgroup, Executive Committee
11) Share progress with broader group of interested nonprofits. Determine if enough interest to move forward.	Aug 2019	Strategist
12) Develop a Request for Proposals (RFP) that incorporates the learnings from the RFI process.	Aug/Sep 2019	HR Subgroup, Strategist

13) Approve RFP and distribute to list of potential vendors.	Sep/Oct 2019	HR Subgroup, Executive Committee
14) Review responses to RFP and select a subset to present to the Subgroup and/or Executive Committee.	Oct 2019	HR Subgroup, Executive Committee
15) Identify one or more potential vendors to negotiate contract and/or rates.	Nov 2019	HR Subgroup
16) Share progress and opportunities with broader group of interested nonprofits.	Dec/Jan 2019	Strategist
17) Develop shared/jointly negotiated contract.	Jan-Mar 2019	Interested Orgs
18) Develop an evaluation plan and continue to monitor effort. Improve as needed.	Ongoing	Strategist, TBD
19) Determine additional joint purchasing priorities to focus on.	Spring 2019	Executive Committee, local nonprofits
DELIVERABLE: Shared human resources staff (if deemed appropriate).		
1) Update-human resources survey data analysis to identify organizations interested in and willing to explore shared staffing.	Early Feb 2019	Strategist Carlson
2) Convene interested organizations to discuss opportunities.	Mar/Apr 2019	Strategist
3) Determine feasibility of a shared staffing agreement including barriers and legal/liability issues. Consult experts as needed.	Apr 2019	Strategist, Interested Orgs
4) If feasible, identify which organizations will pursue a shared staffing arrangement.	May/June 2019	Interested Orgs
5) Determine best model for and begin discussions of a shared staffing arrangement between committed organizations.	Jun/Jul 2019	Committed Orgs
6) Upon agreement, develop position description, promote, recruit, interview, and hire position.	Aug-Oct 2019	Committed Orgs
7) Share learnings with broader group of local organizations.	Oct 2019 and beyond	Strategist, Committed Orgs
8) Assist other interested organizations in developing similar model.	Nov 2019 and beyond	Strategist, Committed Orgs
DELIVERABLE: Informal or formal technical assistance and networking opportunities related to human resources.		
1) Determine existing support networks related to HR such as the State SHRM, local RHRA, and law firm seminars.	Mar/Apr 2019	Strategist, HR Subgroup
2) Promote existing opportunities and identify gaps. Use existing survey data and collect additional information on interest/purpose/preferred format for new networking opportunities.	Apr/May 2019	Strategist, HR Subgroup
3) Propose solutions to filling gaps related to content and format. This could be a listserv, a SharePoint site, or informal networking such as brown bags with local experts. Topics could include a range of human resources related functions.	Jun/Jul 2019	Strategist, HR Subgroup, Executive Committee
4) Identify additional resources required to fill gaps and seek additional funds/expertise if needed.	Jul/Aug 2019	Strategist, HR Subgroup
5) Implement solution(s) to provide better support to local nonprofits.	Sep 2019 and beyond	Strategist, HR Subgroup
DELIVERABLE: Options to reduce costs of goods and supplies.		
1) Provide summary of progress to date to broader group of local nonprofits.	Feb 2019	Matt Bissonette
2) Solicit supplies overview/budget from one small and one medium-sized nonprofit to compare prices with Southeast Services Coop. Share findings with Executive Committee.	Feb/Mar 2019	Matt Bissonette

3) Continue exploring options for discounted rates with suppliers and provide updates as new information is available.	Ongoing	Matt Bissonette
4) Develop approach for promoting opportunities to share resources such as supplies, software, licenses, etc., where acceptable, across organizations.	Ongoing	Matt Bissonette, Strategist