

Resolution # _____ - 2010

Approving a Contract Award for Human Resource Services.

WHEREAS, the Housing Authority of the City of Millville, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey desires to award a contract for Human Resource services.

AND WHEREAS, the Housing Authority received one proposal;

AND WHEREAS, Jawarski HR Advantage, of Millville, New Jersey submitted the lowest responsible bid.

AND WHEREAS, the contract is for the period beginning May 1 2010 thru April 30th, 2011 (12 months);

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE THAT the Executive Director is authorized to enter into and execute a contract with Jawarski HR Advantage, from Millville, New Jersey

Larry Miller

Juanita Aviles-Childers

Paula Ring

James Parent

Brian Tomlin

Pamela Kipers

Herb Kelley

Date:

Attest:

Paul F. Dice, Secretary

Request for Proposal
Human Resource Outsourcing Services

Submitted to:

Paul Dice, Executive Director
Mitchell Moore, Chief Financial Officer

Millville Housing Authority
1153 Holly Berry Lane
Millville, NJ 08332

Prepared by:

Andrea M. Jaworski
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March 15, 2010

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This Request for Proposal presented March 15, 2010 between Millville Housing Authority, with principal office located at 1153 Holly Berry Lane Millville, NJ 08332 hereinafter called "Client" and Jaworski HR Advantage LLC, 1101 Wheaton Avenue Suite 640 Millville, NJ 08332 hereinafter called "Consultant." The following includes the terms and conditions of this Proposal.

The contents of this RFP, specific to Jaworski HR Advantage LLC, must remain confidential between Client and Consultant.

I. QUALIFICATIONS - JAWORSKI HR ADVANTAGE LLC

Our mission is to provide quality human resource services through face to face interaction, voice and e-mail between the HR Consultant, Jaworski HR Advantage and the Client. Jaworski HR Advantage has assisted numerous local companies with the duty to maintain all human resource aspects of the business. The Consultant is experienced and well educated through receiving bachelor's and master's degrees in Human Resources. In addition, the Consultant is a certified Professional in Human Resources. To maintain the PHR certification, the Consultant is an active member of the local Human Resource Association of Southern New Jersey and the Greater Vineland Chamber of Commerce.

II. SCOPE OF SERVICES

Consultant will include the following professional services as part of this agreement with Client.

- A. Total HR Package for Daily Human Resource Tasks
- B. Compliance Audit
- C. Employee Handbook
- D. Job Descriptions
- E. Performance Appraisals