

## Notice

### Basic Information

**Reference Number** 0000378643  
**Issuing Organization** The City of Oklahoma City and Trusts  
**Owner Organization** Central Oklahoma Transportation and Parking Authority  
**Solicitation Type** RFP - Request for Proposal (Formal)  
**Solicitation Number** RFP-COTPA-25-007  
**Title** HR Consultant Services  
**Source ID** PU.MU.USA.2722754

### Details

**Location** Oklahoma County, Oklahoma  
**Delivery Point** See RFP Documents  
**Purchase Type** Duration:3 years  
**Description** The Central Oklahoma Transportation & Parking Authority (COTPA), dba EMBARK is seeking a vendor(s) to provide services to promote, enhance and further the development of our front-line, division leadership and executive leadership team. Services shall be requested through purchase orders issued by the Assistant Director of Administration or their authorized designee, on an as needed basis upon the Scope of Work set forth in this request for quotes, which would include identification of need, project consultant, anticipated pricing, timeframe for delivery and other project specific details.

### Dates

**Publication** 04/09/2025 10:00 AM CDT  
**Question Acceptance Deadline** 04/24/2025 12:00 PM CDT  
**Questions are submitted online** Yes  
**Closing Date** 04/30/2025 04:00 PM CDT

### Contact Information

Jeri Mansour  
 jeri.mansour@okc.gov

Central Oklahoma Transportation and Parking Authority  
 Elijha Straw  
 elijha.straw@okc.gov

City Clerk  
 cityclerk@okc.gov

### Bid Submission Process

**Bid Submission Type** Electronic Bid Submission  
**Pricing** No Pricing  
**Pricing** No Pricing  
**Bid Documents List**

Item Name	Description	Mandatory	Limited to 1 file
Proposal Documents	Attach Proposals Document(s) as requested in the RFP.	Yes	No
Letter of Authorization	Attach Completed Letter of Authorization (if needed)	No	Yes
Exceptions	Attach Exceptions to RFP Requirements (if needed)	No	No

**Allow Additional Documents** Yes

## Documents

### Documents

Document	Size	Uploaded Date	Language
Sample Professional Services Agreement.pdf [pdf]	499 Kb	02/07/2025 05:07 PM CST	English
General Instructions.pdf [pdf]	156 Kb	02/07/2025 01:43 PM CST	English
Sample RFP Acord Form.pdf [pdf]	161 Kb	02/07/2025 01:45 PM CST	English
Letter of Authorization.pdf [pdf]	89 Kb	02/07/2025 01:44 PM CST	English
RFP-COTPA-25-007 NTP HR Consultant Services.pdf [pdf]	448 Kb	03/13/2025 07:08 AM CDT	English
RFP Special Provisions RFP-COTPA-25-007 HR Consultant Services.pdf [pdf]	1 Mb	03/13/2025 07:09 AM CDT	English

## Categories

### Selected Categories

NIGP Categories (3)	
918	<b>CONSULTING SERVICES</b>
91866	<b>Human Resources Consulting Services</b> Human Resources Consulting Services
91885	<b>Personnel/Employment Consulting (Human Resources)</b> Personnel/Employment Consulting (Human Resources)
952	<b>HUMAN SERVICES</b>
95258	<b>Human Resources Development Services</b> Human Resources Development Services

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## Courtesy Email

**Sent using email addresses**

nancy@guntertraining.com
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