

Deschutes County
Request for Proposal
Leave Administrator Consultant

Deschutes County Human Resource Department is releasing this competitive solicitation to secure a contractor to provide professional leave administration services for Deschutes County employees, ensuring compliance with federal, state, and county regulations, and to support the County's operational needs effectively and efficiently.

An optional pre-submittal meeting will be held on October 2, 2025 at 11:00 AM PST. The meeting will be held via Teams. See solicitation documents for meeting link.

Proposals must be submitted via the Deschutes County BidLocker Portal by 5:00 PM PST, October 16, 2025, at <https://bidlocker.us/a/deschutescounty/BidLocker>. Proposals will not be accepted after deadline.

Official RFP packets are available on the Deschutes County website at: <https://bidlocker.us/a/deschutescounty/BidLocker>. Consultants intending to submit proposals must register online when retrieving the RFP packet.

Deschutes County reserves the right to: 1) modify, revise or withdraw this request for proposal, 2) reject any or all proposal not in compliance with public solicitation procedures and requirements, 3) select consultant on the basis of the proposals or to conduct interviews with the highest qualified proposers after scoring, 4) seek clarifications of any or all proposals, and 5) to select the proposal which appears to be in the best interest of the County.

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