



5/21/24 - Benefits & Compensation Study | 2024

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Benefits &  
Compensation Study

2024

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Review, revise and update our employee benefits and compensation package.

Bloomfield  
Township



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## **Request for Proposal**

The Charter Township of Bloomfield is seeking bids from third party vendors to provide a comprehensive benefits and compensation study for Township employees. The purpose of this study is to reevaluate and update the Township's current benefits and compensation package with competing agencies/industries to ensure competitive offerings to our employees. This study shall be conducted in accordance with generally accepted compensation methods, must meet all legal requirements, be nondiscriminatory, and must provide for compliance with all pertinent Federal, State and Local requirements (e.g. ADA, FLSA, EEO, etc.).

**BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.**

**Bids must be submitted and received by 4:00pm on THURSDAY, JUNE 13, 2024.**

**All bids must be submitted in a sealed envelope marked "Benefits & Compensation Study" and either mailed or delivered to**

**Bloomfield Township  
Township Supervisor Dani Walsh  
4200 Telegraph Road  
Bloomfield Hills, MI 48303-0489.**

Questions regarding the bid must be made in writing via email prior to **Tuesday, June 11, 2024** at which time a response will be prepared and forwarded to all vendors.

Susan Bowlin  
Administrative Assistant to the Township Supervisor Dani Walsh  
Bloomfield Township  
Email: [Sbowlin@bloomfieldtp.org](mailto:Sbowlin@bloomfieldtp.org)  
P: 248-433-7725



## **PROJECT DESCRIPTION**

Bloomfield Township is seeking proposals from qualified firms to conduct a comprehensive review of our benefits and compensation packages in a post-Covid environment.

## **GOAL**

Bloomfield Township is a dynamic and diverse community that values its employees. Our goal is to attract and retain high quality candidates and current staff by offering a high-quality benefits package. In light of the changes brought about by the Covid-19 pandemic, we recognize the need to reevaluate our benefits and compensation structures to ensure that they remain competitive. The objectives of the Township are:

1. To attract and retain qualified workers who will be paid competitive wages;
2. To provide market rate benefits and compensation to all workers;
3. To enable the Township to maintain a competitive position with other comparable municipalities and similar private companies within the same geographic area.

## **TOWNSHIP BACKGROUND**

Bloomfield Township has 13 departments that consist of full-time union and part-time non-union employees. Currently we have three full-time elected officials, five independent non-Union management positions and approximately 248 full-time Union employees and 66 part-time non-Union employees. There are eight (8) Unions; our Fire Department contract expires 3/31/25 with remaining bargaining units expiring 3/31/2026.

## **SCOPE OF SERVICES**

### **Benefits Study**

The study should evaluate the quality and competitiveness of the present benefits package for comparable positions. The consultant shall perform or provide the following:

1. Conduct a competitive market analysis of the current benefits program by determining similar entities to be used as comparables in the study. An



- analysis regarding the methodology and rationale for the recommendation of comparables used shall be provided. The analysis should include comparisons to both public sector and private companies that are similar in size and scope to Bloomfield Township.
2. Compare medical, dental, life insurance, short-term disability, long-term disability, long-term care, vision and availability of an employee assistance program.
  3. Availability of a Health Savings Accounts.
  4. Retirement plans - employer versus employee contribution; defined contribution versus defined benefit.
  5. Paid leave days such as paid holidays, vacation, sick and personal days.
    - i. Ability to cash out unused leave banks.
    - ii. Is Maternity/Paternity leave offered/available?
    - iii. Ability to donate/transfer leave to another employee.
  6. Provide the Township with an accurate assessment of the quality and competitiveness of the Township's benefit programs; make recommendations for changes that integrate with a total benefits strategy.

## **Compensation Study**

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions to other public sector and private companies that are similar in size and scope. The consultant shall provide the Township with an accurate assessment of how the Township's compensation package compares with the selected labor market. The consultant shall perform or provide the following:

1. Conduct a competitive market analysis of the current pay structure by determining similar entities, to be used as comparables in the study. An analysis regarding the methodology and rationale for the recommendation of comparables used shall be provided.
2. Analyze the overall salary structure, base pay, step raises, cash supplements (clothing, food, equipment allowance etc.), certification/licensure pay, education incentives and/or allowance, and other fringe benefits in order to evaluate external competitiveness, and to ensure consistency. Identify any inconsistencies in the salary structure or pay range.
3. Pay incentives such as tuition reimbursement, vehicle allowance or access to Township vehicle and any other innovative benefits/pay.



4. Provide the Township with an accurate assessment of the quality and competitiveness of the Township's compensation program; make recommendations for changes that integrate with a total compensation strategy.
5. Analyze and recommend changes/updates to the present compensation structure to meet market analysis. This may include recommendations for individual positions as well.
  - i. Provide department breakdown of positions.
  - ii. Provide department breakdown of direct report positions per supervisor.
6. Identify potential pay compression issues and provide potential solutions.
7. Potentially compare specific departments to different public and/or private employer groups such as: Road, Water, Senior Services, Cable and Planning Department.

## **SUPPLEMENTAL QUESTIONS**

1. Recommend effective recruiting strategies to minimize turnover and to promote public sector careers.

Recommendations should include criteria for designating positions that require specialized training and knowledge.
2. Do comparable communities offer coaching programs?
3. Do comparable communities offer leadership training?
4. Do comparable communities offer remote work? If so, under what circumstances?

## **QUALIFICATIONS**

Consultant must have on staff key personnel that will be assigned to the Township with the following experience:

1. At least five (5) years of experience with job evaluation and analysis and the collection of wage and salary data for Benefits and Compensation studies for the public sector and multiple union employers.
2. Completed at least three (3) benefits and compensation studies similar in size and scope for public sector unionized employers within the last 5 years.
3. Provide documentation of working with other communities that are similar in size, scope, and complexity in providing comprehensive benefits and compensation



studies. Indicate the experience of recent work that is similar to the Township's proposed project.

4. Identify all personnel to be assigned to the project along with a description of their experience and qualifications, including a copy of their resume. Provide specific information describing the qualifications of other personnel providing administrative and technical support.
5. Include three (3) references. Information must include size of project, total time to complete as well as the cost.
6. Disclose any conflicts or perceived conflicts of interest with Township employees or Township Board members, including elected officials. Provide who the conflict would be with and specifically what the conflict may be.

## **FEES**

1. Identify the total cost, in U.S. Dollars, to be charged for performing the services necessary to accomplish the objectives of the contract.
2. The proposal should specify the total number of meetings and workshops anticipated and also include an hourly cost for additional meetings.
3. A project budget and fee schedule which includes consulting costs, clerical costs, and data analysis costs. Indicate a "not to exceed" total cost. Provide an estimate of the number of hours to be provided and the rate per hour. Any travel required by the consultant, which is part of the normal scope of work, will be at the consultant's expense.

## **TIMELINE**

The project is expected to be completed within four (4) months from the date of contract award. The timeline for the RFP process is as follows:

1. RFP Issuance: May 21, 2024
2. Proposal Submission Deadline: June 13, 2024
3. Vendor Selection: July 8, 2024
4. Submit Draft Report: October 24, 2024
5. Project Completion: November 6, 2024
6. Presentation to Board of Trustees: November 11, 2024

## **SUBMISSION REQUIREMENTS AND CONDITIONS**

1. Questions will be accepted via email only before 5:00 pm on June 11, 2024 to Susan Bowlin, Administrative Assistant to the Township Supervisor at [SBowlin@bloomfieldtwp.org](mailto:SBowlin@bloomfieldtwp.org).



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2. Proposals submitted by companies who have been debarred, suspended, or made ineligible by any State or Federal Agency will be rejected. Each bidder agrees to waive any claim it has or may have against the Township and its employees, arising out of or in connection with administration, evaluation, or recommendation of any bid.
3. The Township reserves the right to reject any and all bids and to waive any irregularities in bidding. The Township reserves the right to award the project to the bidder who in the sole determination of the Township will best serve the interests of the Township.
4. To be considered, nine (9) printed copies of the RFP and one (1) unencrypted electronic copy (USB flash drive) must be submitted in a sealed envelope with "Benefits & Compensation Study" on the outermost cover of the submittal, **NO LATER THAN 4:00 PM, THURSDAY, June 13, 2024**, and shall be addressed to:

Dani Walsh, Township Supervisor  
Bloomfield Township  
4200 Telegraph Road  
Bloomfield Township, MI 48302

Submissions may be mailed or delivered in person. Proposals submitted in person should be hand delivered and placed in the **drop box in the vestibule of Township Hall**. Submissions must be received **NO LATER THAN 4:00 p.m. EST, on Thursday, JUNE 13, 2024.**

5. Bidders submitting proposals must agree to the following conditions and indicate this agreement in their submission:
  - a. Late submissions will not be accepted.
  - b. All costs incurred in preparing or submitting qualifications are the bidder's sole responsibility.
  - c. This request for proposal has been executed in the State of Michigan and shall be governed by and construed under the laws of State of Michigan. In the event of any legal action to enforce or interpret this request for proposal, the sole and exclusive venue shall be a court of competent jurisdiction in Oakland County, Michigan.
  - d. The successful bidder agrees to comply with the Insurance, Indemnity and Hold Harmless Requirements set forth in Schedule A, which is attached hereto.
  - e. The successful bidder, prior to commencing any work on this assignment, must agree to a retainer agreement that is acceptable to the Township. The terms of this RFP will be incorporated into the agreed upon retainer agreement.
6. All information in a bidder's proposal and the subsequent contract is subject to the provisions of the Freedom of Information Act. 1976 no. 442, as amended, MCL 15.231 or latest revision thereof.





## **DISCLOSURE OF CONTENTS**

All information provided in the bid will be held in confidence and will not be revealed or discussed with competitors until the deadline for submission of proposals has expired. Pursuant to Section 12(1)(j) of the Michigan Freedom of Information Act, as amended, MCL15.243(1)(j), provides that a public body may exempt from disclosure as a public record a bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of the bids or proposals, or if a public opening is not conducted, until the deadline for submission of bids or proposals has expired.



## SCHEDULE A - INSURANCE, INDEMNITY AND HOLD HARMLESS REQUIREMENTS

1. Professional Liability/Errors and Omissions Coverage in the minimum amount of one million (\$1,000,000) Dollars, per occurrence and two million (\$2,000,000) dollars aggregate.
2. Commercial General Liability policy in the minimum amount of one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) dollars aggregate including contractual liability.
3. Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of ownership, maintenance or use of any motor vehicle owned, non-owned or hired vehicles in the minimum amount of one million (\$1,000,000) dollars combined single limit per occurrence. No fault coverage complying with the statutory requirements of the State of Michigan is also required.
4. Workers' Compensation Insurance including Employer's Liability to cover employee injuries or disease compensable under the Workers' Compensation statutes of the State of Michigan. Employee's liability coverage shall be in the minimum amount of Five Hundred Thousand (\$500,000) Dollars per occurrence.
5. The insurance certificates shall provide that the Township is named as an additional insured and shall be notified upon discontinuance or alteration of any such insurance coverage for any reason.
6. The policies of insurance underlying the certificates shall provide for continuing liability under the policies to the full amount of the policies, notwithstanding any recovery under the policies, and that the insolvency or bankruptcy of the insured shall not release the company.
7. The policies of insurance underlying the certificates shall further provide that it shall not be cancelled, surrendered or revoked by either party except after ten (10) days' written notice to the Township, furnished by the insurance company issuing the policy.
8. The coverage to of the Township shall be primary and non-contributory.
9. The Consultant/Contractor shall agree to indemnify, defend, and hold harmless the Township and the Township's agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, all reasonable fees and charges of attorneys, and other professional services, and other time and expenses incurred by the Township using its own staff and all court or other dispute resolution costs, that arise out of and to the extent caused by the negligent acts, errors or omissions of the Consultant/Contractor, its agent, subcontractors, or employees, regardless of whether or not such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by a party indemnified in the contract.