

REQUEST FOR QUOTES: Human Resource Consulting Services

Purpose

This Request for Quote (RFQ) outlines Mid-State Health Network's (MSHN) need for Human Resource consulting services and expertise to assist with conducting a compensation market analysis for staff positions, benefits analysis of staff provided benefits compared to other similar industry organizations, and consulting on the feasibility of creation of retirement health insurance program and/or other employee retention incentives. Currently, MSHN employs approximately forty-eight (48) individuals in forty (40) position designations; quotes should be reflective of this structure.

MSHN is a regional entity, which was formed pursuant to 1974 P.A. 258, as amended, MCL §330.1204b, as a public governmental entity. MSHN exists to ensure access to high-quality, locally-delivered, effective and accountable public behavioral health and substance use disorder services provided by its participating members. The goal is to continually improve the health of their communities through the provision of premiere behavioral healthcare and leadership. Mid-State Health Network organizes and empowers a network of publicly-funded community partnerships essential to ensure quality of life while efficiently and effectively addressing the complex needs of the most vulnerable citizens in their region.

Project Details

MSHN is seeking proposals for human resource consulting services to include:

- 1. Compensation Analysis**

Conduct a compensation survey and analysis to determine market rate competitiveness.

- 2. Employee Benefit System**

Consult with MSHN to review and provide market comparison for employee benefits to include paid holidays, paid time off, portion of employee contributions to employer provided health insurance, life insurance, dental and vision, and retiree health benefits (if applicable).

- 3. Employee Retention Incentives**

Consult with MSHN to determine feasibility and cost analysis to provide employee retention incentives.

Quotes Requested and Related Expectations:

- Quotes should be provided separately for each of the three areas identified above. Quotes should specify number of hours of effort and price per hour OR may be quoted on a project delivered basis.
- Please provide quotes and any other material for consideration **no later than March 10, 2023**.

Selection

- Mid-State Health Network (MSHN) reserves the right to accept or reject any or all quotes and/or waive any defects or irregularities in quotes. MSHN also reserves the right to negotiate changes to the quotes, specifications, or other matters pertaining to the quotes that are deemed desirable by MSHN. Award of Contract, if made, will be to the vendor(s) whose proposal is in the best interest of MSHN, in its sole discretion.

Contacts

- All questions should be submitted in writing via e-mail **no later than February 28, 2023.**
- Questions and proposals should be directed to:

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