REQUEST FOR PROPOSALS

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

COMPENSATION AND CLASSIFICATION STUDY CONSULTING SERVICES

March 26, 2024

Bloomfield Township Public Library is accepting firm, sealed bids for consulting services for a compensation and classification study for this Library. This request for proposals can be obtained on the Library's website at www.btpl.org, at the Welcome Desk at Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI 48302, or by contacting Katherine Bryant, Assistant Director, at 248-642-5800, extension 114 or bryantka@btpl.org. Proposers are encouraged to submit questions by email or phone to Katherine Bryant prior to April 22, 2024.

The deadline for proposals is Monday, April 22, 2024 at 4:00 p.m. Proposals must be emailed to bryantka@btpl.org, hand delivered to the Welcome Desk, or mailed to arrive no later than this day and time. If hand delivered or mailed, please send three copies of the proposal in a sealed envelope marked with the name of the proposer and entitled “Compensation and Classification.” Address these to: Katherine Bryant, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Hills, MI, 48302. Library hours are Monday through Thursday, 9:30am – 9:00pm, Friday, 9:30am – 6:30pm, Saturday, 9:30am – 5:30pm, and Sunday, 12noon – 5:30pm. All proposals will be publicly opened immediately at 4:01 p.m. at the Library.

BACKGROUND

Bloomfield Township Public Library was established in 1964 with a staff of six located in rented space in an office building. It has grown since its early days into a state-of-the-art building of 102,505 square feet and a staff of approximately 100 employees. The Library is open seven days a week for 68.5 hours, requiring a variety of full-time and part-time staff to successfully provide exceptional service to the community.

The last classification and compensation study was conducted in 2017 to address issues stemming from the 2008 Great Recession, such as frozen wages and unpaid furlough days. Since then, we have conducted an annual compensation survey using comparable nearby public libraries as benchmarks. These surveys, along with increases in the minimum wage impacting our compensation levels, have led to modest increases in our salary ranges. However, the COVID-19 pandemic has brought significant changes to the job market and the nature of library work. Consequently, we recognize the need to establish a process for updating our compensation and classification system to better adapt to these evolving circumstances.
OBJECTIVES
The objective of this request for proposals is to solicit competitive bids from qualified providers to assist Bloomfield Township Public Library with developing a compensation and classification study. The goals of this study include:
1. Update the Library’s existing classification and compensation plan.
2. Determine appropriate internal equity for all library positions.
3. Align wages with the competitive marketplace.
4. Provide compensation policy alternatives that include options for progression through the pay range.
5. Establish methods and tools for maintaining and updating the classification and compensation system, including reclassification of positions, establishment of new positions, and marketplace adjustments.
6. Review the Library’s organizational structure and propose revisions that reflect changes in library work and the employment market, potentially changing or combining some positions. Depending on the extent of proposed changes, advise on a phased approach to implement the changes.

SCOPE OF PROJECT
To achieve the stated goals of this project, the following services are required of the consultant:

1. Classification Study
   a. Using current job duties, requirements, and responsibilities, develop an equitable classification plan for approximately 18 positions.
   b. Review background materials including existing classifications, job descriptions, organizational charts, salary schedules, etc.
   c. Conduct an orientation and briefing session with employees.
   d. Develop a comprehensive questionnaire to be completed for each position.
   e. Conduct individual or position-group interviews with interested employees.
   f. Meet with library management to review overall classification system goals and clarify the requirements and duties of specific positions.
   g. Develop and utilize an objective system for assigning each position to a specific classification level. The developed tool(s) must be prepared in a format that allows library management to utilize the developed system, independent of the consultant, after completion of the study.
   h. Present to library management the recommended classification and grade structure, showing the suggested assignment of each position.
   i. Include an introductory section in the plan that describes class concepts and distinguishes various levels within a class.
   j. Create and suggest appropriate implementation and maintenance guidelines.

2. Compensation Study
   a. Meet and consult with management to determine a list of comparable libraries to be used in a market survey. Conduct a comprehensive wage
compensation survey using not only job titles, but duties and responsibilities based upon the job specifications from Bloomfield Township Public Library. The survey should be designed to collect pay range minimums and maximums.

b. In cooperation with library management, identify wage and salary survey sources, such as regional library cooperatives, that could support the current study and provide labor market reference points for future wage adjustments.

c. For some positions, including maintenance and information technology, a broader survey of the market, beyond public libraries, may be required. Consultant shall recommend the optimal approach to gathering this data.

d. Based on survey data collected, develop externally competitive and internally equitable salary range recommendations for each pay grade included in the classification structure.

e. Suggest options for moving employees through the pay range.

f. Present draft results of the survey to library management and the Personnel Committee.

3. Findings/Recommendations

a. The consultant shall prepare a written report of results and findings, including discussion of methods, techniques, and data used to develop the study. Electronic versions of the report and classification tools shall be provided.

b. The consultant will include a recommendation for positions deemed to be undervalued, or overvalued, by the current classification system.

c. The final report shall include instructions to allow library staff to conduct individual salary audits consistent with study methods until the next study is conducted. Developed procedures should allow for consistent salary placement of employees who are newly hired externally and for advancement within, and between, salary ranges resulting from transfers and/or promotions. Additionally, recommendations for compensation adjustments due to temporary assignments are to be included.

d. Provide options for compensating employees who are deemed to have reached the maximum of their salary range.

e. Prepare a plan, or alternative plans, for the implementation of salary recommendations, including calculation of detailed cost estimates of implementation for each alternative. The goal would be to permit implementation of the classification and pay plan at a level compatible with the Library’s policies, capacity of funding, and employee needs.

f. The consultant will be expected to attend meetings, as requested, throughout the process with employees, library management, and the Personnel Committee to explain methodology, survey results, and findings. The consultant should include in the scope of services attendance at one Library Board meeting, two Personnel Committee meetings, and one orientation meeting with employees, as well as several meetings with library management.
PROPOSED TIMELINE

March 26, 2024   Comp & Class Study RFP released.

April 22, 2024   Deadline and bid opening for RFP responses.

May 6-10, 2024   Library Administration conducts interviews and checks references.

May 22, 2024     Library Board meeting – The Library Director recommends a consultant for Board approval.

May 23, 2024     Library Administration informs the successful proposer.

Summer-Fall 2024 The consultant will collaborate with Library Administration to collect information, review findings, and compile the report. Our goal is to present the report to the Board of Trustees for review and adoption by the end of the year.

PROPOSAL ELEMENTS & SUBMISSION REQUIREMENTS

Company Information
Please provide your contact information including your company name, address, website, primary contact person, phone number, and email address.

References
Please provide contact names and phone numbers for at least three organizations with which you have worked to provide compensation and classification study consulting. Please also provide contact names and phone numbers, plus references, for any subcontractors with which you would work to complete the RFP.

Compensation and Classification Study Experience
Please include your experience conducting a compensation and classification study in a public library or municipal setting. Please discuss your experience gathering internal and external data for evaluating positions and obtaining market comparables. Please comment on the proposed process and timeline provided and make suggestions for improvements.

Library Experience
Please include your experience working with public libraries.

Budget
Please indicate your costs for compensation and classification services. Budget information that breaks out the costs for consulting services relative to our proposed timeline and process, and any that may be optional would be
appreciated. This will allow for adjustments to the planning process budget as necessary.

Availability
Please address your availability and flexibility to meet our schedule for this process.

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Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the Library. Award of consulting work may include all or some of the above RFP components.

The successful proposer will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons proposing for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the request for proposal documents.

Proposals will be evaluated on the information provided including the completeness of the proposal and information supplied.