

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, consulting on improvements to or replacement of its performance management system, and consulting on the creation of monetary and/or non-monetary employee recognition program. Currently, MSHN employs forty-five (45) individuals in thirty-five (35) 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. Performance Evaluation System**

Consult with MSHN to revise current or create new performance evaluation system, based on organizational competencies, to include a system for 360-degree reviews.

- 3. Employee Recognition System**

Consult with MSHN to establish monetary and/or non-monetary employee recognition program

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 13, 2020**.

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, 2020.**
- Questions and proposals should be directed to:

Amanda Horgan
Deputy Director
Mid-State Health Network
530 W. Ionia, Ste. F, Lansing, MI 48933_
amanda.horgan@midstatehealthnetwork.org