



HR RFP Questions

Organizational

1. How many employees work for Capital Area Michigan Works? Please provide a breakdown of PT/FT/temp. Are there any employees not working in Michigan (i.e. remotely from another state)?
 - **There are 29 FT employees and all work in Michigan.**
2. What can you share about the size and structure of the current HR team?
 - **HR is a part of the CFO's duties. All managers are involved in disciplinary and the hiring processes.**
3. What HR technology/systems are currently utilized?
 - **Currently, using BambooHR for onboarding, benefit enrollments, tracking of paid time off requests and available hours, holds all onboarding and certification documents for easy access by the employees. This system also allows for managers to access their direct report employee's non-confidential information without involving the CFO.**
4. Why is the current HR team not able to accomplish priorities listed under Scope of Objectives, 2a-h? Why are you looking to outsource vs. hire someone or assign the project(s) to someone internally?
 - **HR is a part of the CFO's duties and cannot stay abreast of the changing HR requirements. Assigning to a person internally is already being done.**
 - **Outsourcing gives CAMW! the ability to have projects done on a timelier basis.**
 - **The cost to hire someone full-time is above the budget amount available.**
 - **The capacity to provide employees with training has been limited.**
 - **To help CAMW! maintain a diverse working culture that facilitates communication between management and employees.**
 - **To allow for greater HR legal and practical expertise.**
5. Is the organization covered by a collective bargaining agreement?
 - **No**
6. Is the organization considered a federal contractor?
 - **No**

Compliance

7. How long has it been since the employee handbook has been updated, legally reviewed and published?
 - **Since 2017**
8. There is mention of an audit of personnel policies (item 2e) as well as updates/revamp to the employee handbook (item 2a). Are there additional policies outside of the employee handbook? If so, how many?
 - **CAMW! would like the contracted agency to recommend if additional policies should be in place.**
 - **Standalone (separate from Employee Handbook) policies include hybrid remote work, conflict of interest disclosures, company vehicle, disciplinary process and requirements to name a few.**
9. How many personnel files will need to be audited? What format are they in (i.e. paper files, electronic on HRIS)? Does this include Form I-9? What about terminated employee files?
 - **There are currently 25 paper personnel files; and 4 employees on BambooHR (started this system in October 2023).**
 - **CAMW! is requesting a recommendation from the contracted organization if an audit of the Form I-9 and terminated employee files is beneficial based on HR best practices.**

Compensation

10. How many unique roles are there in the organization? Of them, how many need new or need updated job descriptions? Will an FLSA classification assessment be required?
 - **There are approximate 20 unique roles. All roles will need updated job descriptions.**
 - **CAMW! is seeking for the selected bidder to recommend if a FLSA classification assessment is needed after review of current staffing pay structures.**
11. How long has it been since a compensation assessment was conducted? How long has it been since a pay equity assessment has been conducted? Are there currently pay ranges for each role?
 - **An informal internal compensation assessment was done in 2003-2004.**
 - **An informal internal pay equity assessment was done in 2023.**
 - **Yes, there are pay ranges for each role. CAMW! has participated in the Michigan Works! Association salary studies previously which have been utilized for internal pay range structures.**

12. Please clarify what is meant by “recommendations for pay structure changes” (2g). Are you looking for new salary bands or grades? Or recommendations for compensation philosophy and administrative guidelines?

- **Currently CAMW! does not used salary bands and grades. Would like to receive a recommendation from the contracted agency how this type of salary arrangement is beneficial.**
- **Recommendations on compensation philosophy and administrative guidelines would be helpful to understand.**

Engagement Scope

13. Do you already have an HR partner/consultant with whom you work?

- **No**

14. To whom will this consultant report? How much access will Cooper People Group have to work with your internal HR process managers and/or subject matter experts to facilitate access to documents, answer questions, etc?

- **The contracted agency will report to the Executive Leadership Team (CEO, COO, and CFO).**
- **The coordination to facilitate access to documents and answer questions, etc. will be done by the CFO with the CEO and COO as backup.**
- **The COO also serves as the Equal Opportunity Officer.**

15. Are you wanting the individual projects completed in a particular order? If so, what is that order?

Yes, but this order can be changed based on recommendations from the contracted agency.

- **Employee Handbook including disciplinary process;**
- **Audit of Personnel policies;**
- **Developing a Performance Review Process and structure for Annual Performance Incentive Awards;**
- **Review of Pay Equity;**
- **Review of Pay structure;**
- **Audit of Personnel files;**
- **Updating Job descriptions.**

16. Are you considering dividing the project work up between different consultant firms?

- **Not at this time**

17. Would you be open to a bid for a ‘Retainer Agreement’ where you contract for a certain number of hours per month and we decide on the project plan schedule together?

- **Yes, this could be an option;**
- **Or an hourly option to use on an “as needed” basis.**

18. What is the address of the office where the majority of the HR work will be performed?

- **2110 S Cedar Street, Lansing MI 48910**

19. How many times per week, or on what schedule, would you like the HR consultant to be on-site to assist with HR issues and/or work on projects?

- **There is no set schedule at this time and would not necessarily need to work on projects on-site. There will be flexibility based on the projects and tasks identified. This can be negotiated once a contracted agency is selected.**

ADDED QUESTIONS 4/25/24

20. Would the chosen vendor be a contact for employees and supervisors for HR related questions or would these questions go to someone internally first and then they are referred to the chosen vendor if needed (we’re trying to get an idea if the chosen vendor will be the primary contact for employee relations questions)?

- **At this time, only the Leadership Team (CEO, CFO, COO, and 3 managers) would be contacted the chosen vendor. This task may be negotiated too.**

21. Would the chosen vendor only assess, recommend, develop/revise existing policies and processes (those services listed in the RFP) or would they also be involved with ongoing consultation and support during implementation?

- **The chosen vendor would assess, recommend, develop/revise existing policies and processes. The on-going consultation and support during implementation can be negotiated.**

22. For the personnel files audit, would the chosen vendor only audit the files and make recommendations or would they also be responsible for making changes to filing systems, processes, etc.?

- **Definitely making recommendations; however, depending on the cost for making changes to the filing systems, processes would need to be negotiated.**

23. We are a woman-owned, small business. Do you require specific information to be submitted with the application to prove this?

- **There is no specific form to fill out for a Woman-owned, small business. Including the information in your narrative would be fine.**