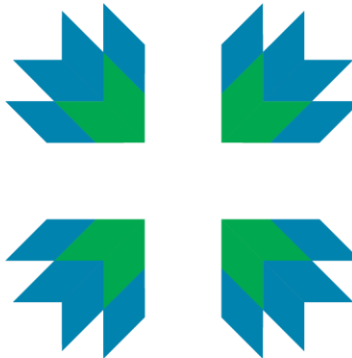




# – REQUEST FOR PROPOSAL –

## Compensation Evaluation

*ISSUED OCTOBER 26, 2023*



# ROCKY BOY HEALTH CENTER

6850 Upper Box Elder Road  
Box Elder, Montana 59521

Approved for Advertisement:

DocuSigned by:  
*Joel Rosette*  
31186944B969401...

Joel Rosette  
Chief Executive Officer

## SECTION I: GENERAL INFORMATION

### 1.1 Introduction

We are seeking proposals from experienced and qualified consulting firms to conduct an in-depth review of our compensation plans and strategies. The primary objective of this review is to optimize our compensation practices to ensure that they effectively attract, retain, and motivate our workforce while aligning with our organizational goals.

### 1.2 Owner

Rocky Boy Health Center (RBHC) has been educating and empowering our relatives to live well since 1976. RBHC provides a full suite of professional health care and services for over 4,000 people with a staff of over 200 employees. We provide these services in one modern facility for our Chippewa Cree community. Our vision is striving to be trusted, a valued partner, and creators of positive change. We are in the early stages of the implementation of a comprehensive health care model. Our plan includes a health care system that includes primary medical care, dentistry, optometry, behavioral health, traditional healing, specialty clinics (physical therapist, cardiology, women's health, nephrology, etc.), outpatient substance use disorder center, and emergency medical services.

### 1.3 Schedule

Event	Date/Time
RFP Release	10/26/2023
Questions and Clarification Requests	On-Going
Proposals Due	01/15/2024
Notification	01/31/2024

*RBHC reserves the right to modify this schedule dependent on the Health Center's needs. Organizations responding to the RFP will be notified of any changes.*

### 1.4 Points of Contact

Contact accepted via e-mail only:

Brian Molina  
 Director of Human Resources and Regulatory Affairs  
[bmolina@rbclinic.org](mailto:bmolina@rbclinic.org)

### 1.5 Purpose

We are actively soliciting proposals from highly experienced and exceptionally qualified consulting firms to embark on a comprehensive and meticulous examination of our existing compensation plans and strategies. The overarching goal of this intensive review process is to strategically enhance our compensation practices. Our aim is to create a compensation framework that not only serves as a powerful tool for attracting top talent but also as a mechanism for retaining and continually motivating our valued workforce. Furthermore, this endeavor will ensure that our compensation structures are harmoniously aligned with our organizational objectives, fostering a symbiotic relationship between our employees' aspirations and the long-term success of Rocky Boy Health Center.

In addition to these objectives, it is imperative for us to underscore our commitment to remaining highly competitive in both salary and benefit offerings. We recognize that in today's dynamic job market, where skilled healthcare professionals are in high demand, our ability to attract and retain exceptional

individuals is closely tied to the attractiveness of our compensation packages. We are fully dedicated to ensuring that our remuneration structures are not only competitive within the healthcare industry but also reflective of our appreciation for the dedication and expertise our employees bring to Rocky Boy Health Center. Thus, the proposed review should aim to strengthen our position in this regard as well, guaranteeing that our salary and benefit offerings are competitive to our local market.

This request for proposals is developed pursuant to the RBHC Procurement Policy.

### 1.6 Instructions

All proposals must be submitted either in a portable document format (PDF) if delivered electronically, or in a sealed envelope and clearly marked "Sealed Proposal-RBHC Compensation Evaluation" and include one copy of the proposal. Proposals will be accepted until January 15, 2024 at 4:00 p.m. (mountain time).

### 1.7 Methods of Submission

UNITED STATES MAIL:

Rocky Boy Health Center  
Attn: Cynthia Stump, Procurement Officer.  
6850 Upper Box Elder Road  
Box Elder, MT 59521

ELECTRONIC MAIL:

[cstump@rbclinic.org](mailto:cstump@rbclinic.org) or [bmolina@rbclinic.org](mailto:bmolina@rbclinic.org)

## SECTION II. PROPOSAL SUBMISSION (RFP)

Please ensure your proposal includes the following detailed information:

1. **Company Background and Experience:** Provide an in-depth overview of your consulting firm's background and experience, especially regarding compensation reviews for healthcare organizations.
2. **Team Expertise:** Highlight the qualifications, experience, and roles of each team member who will be involved in the project, particularly those with expertise in compensation and healthcare.
3. **Methodology and Approach:** Describe your approach, methodology, and tools for conducting the compensation review, including data sources and analytical techniques.
4. **References:** Include written references from previous clients who have undergone similar compensation reviews.
5. **Budget and Cost Breakdown:** Provide a detailed breakdown of estimated costs, including consulting fees, expenses, and any additional costs associated with the implementation plan.
6. **Timeline:** Present a realistic project timeline from the commencement of the review to the finalization of the recommendations and implementation.
7. **TERO Compliance:** Ability to comply with all Tribal Employment Rights Ordinances established by the Chippewa Cree Tribe.
8. **Tribal Affiliation:** Tribal Membership affiliation (not required).

## SECTION III: EVALUATION PROCESS

**Step 1:** Written proposals will be reviewed for compliance with RFP requirements. Those that comply will go to Step 2.

**Step 2:** Written proposals will be reviewed and evaluated by the RBHC Chief Executive Officer, Chief Finance Officer, and Director of Human Resources and Regulatory Affairs. Evaluations are conducted on a point system, and a preference for qualified Chippewa Cree Tribal bidders with secondary other Tribal preference according to CCT TERO policy. Points will be awarded among the following criteria listed in the Scope of Work.

**Step 3:** The RBHC will conduct reference checks for the highest scoring Proposal(s). If the reference checks are positive, virtual interview(s) will be scheduled.

**Step 4:** Should the process require; contract negotiations will commence with the selected proposal.

**Step 5:** RBHC will select and notify the company selected.

**Step 6:** If negotiations with the initially selected respondent fail to produce a contract, RBHC reserves the right to enter negotiations with one or more other companies or engage alternative options under the RBHC's Procurement Policy.

## SECTION IV. SCOPE OF WORK

### 4.1 RESPONSIBILITIES AND REQUIREMENTS

1. Current Compensation Analysis:
  - a. Conduct a comprehensive analysis of our current compensation structures, including base salaries, performance bonuses, incentive programs, and other financial benefits.
  - b. Examine the equity and fairness of compensation across different job roles and levels within the organization.
  - c. Assess the effectiveness of our current compensation packages in attracting and retaining top-tier talent.
2. Market Analysis and Benchmarking:
  - a. Perform a thorough market analysis to benchmark our compensation practices against industry standards, regional healthcare providers, and relevant competitors.
  - b. Identify specific job roles or departments where our compensation may lag behind or exceed market norms.
  - c. Analyze trends and emerging practices in healthcare compensation to ensure our strategies remain competitive.
3. Legal Compliance and Risk Assessment:
  - a. Conduct a comprehensive review to ensure that our compensation practices are fully compliant with all applicable federal labor laws and regulations.
  - b. Evaluate the potential legal risks and liabilities associated with our current compensation policies and make recommendations for mitigating these risks.
4. Employee Engagement and Feedback:

- a. Engage with our employees through surveys, focus groups, and one-on-one interviews to gather detailed feedback regarding their compensation-related perceptions and concerns.
  - b. Assess the correlation between compensation, job satisfaction, and overall employee engagement.
  - c. Identify specific areas where our employees feel their compensation could be more aligned with their contributions and market standards.
5. Total Rewards Assessment:
  - a. Consider the broader context of total rewards, including non-monetary benefits such as healthcare, retirement plans, professional development opportunities, and work-life balance policies.
  - b. Evaluate the effectiveness of these non-monetary benefits in enhancing our employees' overall job satisfaction and well-being.
6. Recommendations and Strategic Planning:
  - a. Provide a comprehensive set of recommendations tailored to our organization's unique needs and goals.
  - b. Develop a strategic compensation plan that outlines specific changes, including salary adjustments, bonus structures, and benefit enhancements.
  - c. Prioritize recommendations based on their potential impact, feasibility, and alignment with our organizational objectives.
7. Implementation Planning and Change Management:
  - a. Create a detailed implementation plan with clear timelines, responsible parties, and budget estimates for each recommended change.
  - b. Include a robust change management strategy to facilitate a smooth transition, addressing potential challenges and employee communication and training needs.
8. Monitoring and Evaluation Framework:
  - a. Define key performance indicators (KPIs) and metrics to measure the success of the newly implemented compensation plans.
  - b. Establish a systematic process for ongoing monitoring and periodic reviews to ensure that our compensation practices remain competitive and aligned with our evolving needs.