



REQUEST FOR PROPOSAL

**Compensation and Classification Study
with Market Salary Survey**

Prepared by:

***RFP-TL-2179
Issue Date: April 9, 2026
Proposal Due Date: May 12, 2026 by 2:00 p.m. EST***



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RFP-TL-2179

The Detroit Public Library (the "Library") is seeking proposals from qualified consultants to provide professional services for a comprehensive position classification review, compensation plan development, and market salary survey. The selected consultant shall evaluate existing job classifications, develop a standardized position classification system, perform a market salary survey, and establish an equitable and competitive compensation plan supported by implementation recommendations.

Proposals are to be addressed and submitted electronically via www.bidnetdirect.com, in accordance with the proposal instructions and all other requirements referenced in this document. Proposals will be received until May 12, 2026, at 2:00 p.m., local time, after which no other proposals will be accepted. The Procurement Department will publicly record all proposals at that time. No other public disclosure will be made until after award of contract.



INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal (“RFP”) shall submit their proposals in the format outlined in this solicitation.
2. Proposers shall submit one electronic proposal identifying the response as follows:
 - Proposal Title: Compensation and Classification Study with Market Salary Survey
 - Proposal Number: RFP-TL-2179
 - Proposal Due Date: May 12, 2026, 2:00 pm EST
 - Company’s name and address
 - Proposal must be signed to be acceptable
3. *Proposals* must be submitted electronically through BidNet Direct. No telephone, facsimile, or email submissions will be accepted.
4. **Late proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal is uploaded electronically prior to the date and time indicated. Time and date validation will occur in the Bidnet system, and proposals cannot be uploaded after the deadline.
5. Any proposed changes or alterations to the RFP documents, including specifications, may result in the proposal being deemed non-responsive. Proposers may only include modifications in the designated response areas, including the “Exceptions and Deviations” section.

If unauthorized changes are not identified during evaluation and a contract is awarded, the official RFP terms shall prevail. The Library will not accept proposer-imposed changes unless approved in writing.

By submitting a proposal, the proposer acknowledges all addenda and updates. Failure to accept award based on lack of awareness may result in recovery of re-solicitation costs.

6. The official version of this Request for Proposal (RFP) is the version posted on the Michigan Intergovernmental Trade Network (MITN) website, including any amendments or addenda issued. The Detroit Public Library distributes RFP documents through its Procurement Department and via the MITN website. Copies obtained from any other source are not considered official.



Only proposers who obtain the RFP from the Procurement Department or the MITN website are guaranteed to receive addenda or updates. If this document was obtained from another source, it is recommended that the proposer register on the MITN website at www.bidnetdirect.com to ensure access to the official version and any related updates.

7. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in this RFP document.
8. The Detroit Public Library reserves the right to:
 - a. Reject any and all proposals received as a result of this RFP.
 - b. Waive or decline to waive any informalities and any irregularities in any proposal received.
9. The selected vendor will be required to assume responsibility for all services offered in the proposal, whether or not the proposer performs them. Further, the selected vendor shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. All proposals and other materials submitted shall become the property of the Detroit Public Library.
10. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of contract.
11. Pre-Proposal Meeting (Virtual)

A mandatory virtual pre-proposal meeting has been scheduled for all prospective proposers to obtain additional information regarding the scope and requirements of this project. **The meeting will be held on Thursday, April 16, 2026 at 1:00 PM.**

Join the Microsoft Teams Meeting using the link below:

<https://teams.microsoft.com/meet/23584605138694?p=FyF6a2UdYKGMIVDyB2>

Meeting ID: 235 846 051 386 94

Passcode: aT97oJ3U

RSVP to attend the mandatory pre-proposal meeting by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Wednesday, April 15, 2026, 4:00 p.m. EST.



12. Public Recording

A virtual meeting has been scheduled for the public recording of proposals. Proposers may attend using the link below:

Join the Microsoft Teams Meeting using the link below:

<https://teams.microsoft.com/meet/22548163006705?p=rmLadrhbQc7ytgQ6mr>

Meeting ID: 225 481 630 067 05

Passcode: Ei3rD9tv

13. Procurement Timeline

Activity	Due Date
RFP Issued:	Thursday, April 9, 2026
RSVP Deadline (via Email):	Wednesday, April 15, 2026 4:00 PM EST
Mandatory Pre-Proposal Meeting (Teams)	Thursday, April 16, 2026 1:00 PM EST
Vendor Questions Due (Bidnet Direct):	Tuesday, April 21, 2026 4:00 PM EST
DPL Response to Questions (Bidnet Direct):	Thursday, April 23, 2026 EOD
Proposals Due:	Tuesday, May 12, 2026 2:00 PM EST
Public Bid Open (Teams):	Tuesday, May 12, 2026 2:05 PM EST

SCOPE OF WORK

The selected consultant shall provide professional services to support a comprehensive position classification review, compensation plan development, and market salary survey for the Detroit Public Library. The Consultant shall evaluate existing classifications, develop a standardized classification framework, perform a market salary survey, and establish an equitable and competitive compensation plan, supported by implementation recommendations.

The Scope of Work shall include, but is not limited to, the following:

1. Position Classification Review and Development

The Consultant shall:

- Review all existing job classifications, including job descriptions, titles, and assigned duties.
- Evaluate classifications for accuracy, consistency, and alignment with actual job responsibilities.
- Identify and document inconsistencies, overlaps, gaps, and outdated classifications.
- Revise and/or develop job descriptions to ensure clarity, consistency, and standardization across the organization.
- Establish a structured classification framework, including job groupings and levels, with clearly defined criteria for classification placement.

- Provide documentation supporting the recommended classification structure and methodology used.
2. Compensation Plan Development
- The Consultant shall:
- Analyze the current compensation structure, including pay grades, salary ranges, and pay practices.
 - Evaluate internal equity and identify any compression or inequities across positions.
 - Develop a compensation plan that includes defined salary ranges, pay grades, and compensation structure.
 - Provide clear recommendations for salary administration, including hiring rates, promotional increases, and salary adjustments.
 - Ensure the compensation plan is equitable, competitive, and aligned with market data.
 - Provide documentation outlining the methodology used to develop the compensation structure.
3. Market Salary Survey and Benchmarking
- The Consultant shall:
- Identify and document appropriate comparator organizations and labor markets used for benchmarking.
 - Conduct a market salary survey for relevant benchmark positions.
 - Analyze external compensation data in comparison to current salaries.
 - Provide detailed findings regarding market competitiveness, including positions that are below, at, or above market.
 - Recommend adjustments based on market analysis and provide supporting data.
4. Implementation Recommendations
- The Consultant shall:
- Provide a clear and actionable implementation plan for the updated classification and compensation structures.
 - Identify considerations related to transitioning to the new framework, including potential impacts.
 - Provide guidance to support adoption, administration, and long-term sustainability of the system.
 - Include recommended timelines and sequencing for implementation activities.
5. Deliverables
- The Consultant shall provide, at a minimum:
- Updated and standardized job descriptions for all applicable positions.
 - A documented position classification framework, including methodology and structure.
 - A comprehensive compensation plan, including salary ranges and pay structure.
 - A market salary survey report with supporting data, analysis, and findings.
 - A written implementation plan with recommendations and timeline.



6. Project Timeline

The Consultant shall propose a project timeline that includes key milestones, deliverables, and completion dates.

7. Compliance

All work shall be performed in accordance with applicable federal, state, and local laws and regulations.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Proposers must demonstrate the qualifications and experience necessary to successfully perform the Scope of Work and be eligible to enter into a contract with the Detroit Public Library (DPL). Proposers are required to submit both a Technical Proposal and a separate Price Proposal in accordance with the requirements of this RFP.

The following information must be included in the Technical Proposal:

1. Company Background and Relevant Experience

- Provide a brief history of the firm, including year founded, form of organization (corporation, partnership, sole proprietorship), and any subsidiaries or partnerships relevant to this work.
- Describe the firm's experience providing position classification studies, compensation plan development, and market salary survey services, preferably for public sector or nonprofit organizations.
- Demonstrate experience conducting classification reviews, compensation analysis, and salary benchmarking for organizations of similar size and complexity.
- Identify the office location that will be responsible for performing the work, as evaluation will be based on the experience of the proposed office.

2. Project Team Qualifications

- Provide resumes and qualifications of key personnel, including education, training, certifications, and relevant project experience.
- Include an organization chart showing staff roles and responsibilities.
- Identify the proposed Project Manager who will serve as the primary point of contact and be responsible for managing all aspects of the project.

3. Relevant Project Experience

- Describe at least three (3) similar projects completed within the past five (5) years, preferably for public sector or nonprofit clients, demonstrating experience aligned with the Scope of Work.
- Include references with current contact information for each project.
- Highlight examples where the firm performed classification studies, compensation restructuring, or market salary analysis.



4. Project Timeline and Work Plan

- Provide a detailed timeline and work plan outlining key phases, deliverables, and coordination with DPL.

TECHNICAL PROPOSAL SUBMISSION

Proposers must submit their Technical Proposal as a separate **PDF without password protection or restrictions** from the Price Proposal. No cost or pricing information shall be included in the Technical Proposal.

The Technical Proposal must include the following components:

A. Letter of Transmittal

The Letter of Transmittal must be addressed to the Procurement Department and include:

1. Identification of the offering firm(s), including name, address, and telephone number.
2. Acknowledgment of any RFP addenda.
3. Name, title, address, telephone number, and email address of the proposer's contact person during the proposal evaluation period.
4. A statement confirming the proposal will remain valid for a minimum of **ninety (90) days** from the date of submission.
5. Signature of the person authorized to bind the proposer to the terms of the RFP.

B. Proposal Content

To be considered responsive, the Technical Proposal must fully address the following sections of the RFP:

- Scope of Work
- Minimum Qualifications and Experience
- Methodology and Approach
- References

Note: Pricing and cost information must be submitted **separately** in the Price Proposal.

PRICE PROPOSAL SUBMISSION

The Price Proposal must be submitted separately from the Technical Proposal as a distinct document. Proposers shall not include any pricing or cost information in the Technical Proposal.

The Price Proposal shall include, at a minimum, the following:

- Hourly rates for all personnel assigned to the project
- Estimated number of hours by task or phase



- A detailed fee breakdown aligned with the Scope of Work
- Total not-to-exceed project cost
- Any assumptions or conditions related to pricing
- Identification of any additional costs or reimbursable expenses, if applicable

Failure to submit the Price Proposal separately may result in disqualification. The Detroit Public Library reserves the right to request additional pricing information or clarifications during the evaluation process.

FINANCIAL CAPACITY

The Library reserves the right to request financial documentation if necessary.

METHODOLOGY AND APPROACH

Proposers shall provide a clear and detailed description of their approach to completing the Scope of Work, including:

- Approach to conducting position classification review and analysis
- Methodology for developing a standardized classification framework
- Approach to compensation plan development, including internal equity analysis
- Methodology for conducting the market salary survey and benchmarking
- Data collection and analysis methods
- Project management approach, including communication and coordination
- Staffing plan and availability of key personnel

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the RFP or addenda. Include any and all of the firm's own contracts or forms that it considers mandatory to use in connection with performing the Scope of Work. Note that to the extent that a firm's own contracts or forms contradict or purport to exclude any provisions of the RFP or addenda in whole or in part, the same will be treated as exceptions and/or deviations. Please note that any exceptions and/or deviations not approved in advance by DPL through addenda may result in the rejection of the proposal.

OWNERSHIP OF WORK PRODUCTS

All work products, including reports, plans, data, and analyses, shall become the property of DPL.

EVALUATION AND SELECTION CRITERIA

To be considered for evaluation, proposers must first be deemed responsive by fully addressing all requirements of this RFP and providing evidence that demonstrates compliance with the Scope of Work.



1. Experience and Qualifications (25 Points)
 - Demonstrated experience performing position classification studies, compensation plan development, and market salary surveys, preferably for public sector or similar organizations.
 - Qualifications and experience of the proposed project team.
 - Experience with comparable projects in size, scope, and complexity.
2. Approach and Methodology (30 Points)
 - Clarity, completeness, and feasibility of the proposed approach to completing the Scope of Work.
 - Demonstrated understanding of position classification systems, compensation structures, and market benchmarking.
 - Proposed methodology for conducting classification reviews, salary surveys, and developing compensation plans.
 - Ability to provide clear documentation, supporting data, and defensible recommendations.
3. Project Management and Timeline (15 Points)
 - Proposed project timeline, including key milestones and deliverables.
 - Ability to complete the project within the required timeframe.
 - Overall organization and management of the project.
4. Deliverables and Reporting (15 Points)
 - Quality and clarity of proposed deliverables.
 - Ability to provide detailed reports, including classification framework, compensation plan, and market analysis.
 - Inclusion of implementation recommendations and supporting documentation.
5. Cost Proposal (15 Points)
 - Overall cost of services.
 - Cost reasonableness in relation to the proposed scope and deliverables.

EVALUATION PROCEDURE

Following the receipt of proposals, a Library-designated Evaluation Committee will review all submissions that meet the RFP's required format. Proposals determined to be non-responsive to the specifications, submission instructions, or format requirements will be disqualified unless the Library, at its sole discretion, determines that the non-compliance is not substantial or accepts an alternative proposed by the respondent.

At its discretion, the Library may request oral presentations or site visits at the respondent's facility. The Evaluation Committee may rank order the qualified proposals and negotiate with a limited number of the highest scoring respondents. A final contract award decision will be made based on the cumulative results of this evaluation process, with all committee decisions reached by consensus.



ORAL PRESENTATION/DEMONSTRATION

The Library reserves the right to request oral presentations regarding proposals submitted in response to the RFP. Proponents will be notified by the Procurement Department of the date, time, and location if oral presentations are required. Failure to participate in a requested oral presentation may result in disqualification.

AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a Detroit Public Library Professional Services Contract. Any renewal option exercised under this contract is effective only after the approval of the Detroit Library Commission and the Chief Financial Officer. The Library anticipates one (1) award as a result of the RFP. The contract term will be for the duration of the project, anticipated to be six (6) to nine (9) months from contract execution.

CONTRACT APPROVAL

Upon contract award, the Library and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the Library. No contract shall become effective until the contract has been approved by the required Library Departments and Detroit Library Commission and signed by the Library's Chief Financial Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the Library incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Library, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

REJECTION OF PROPOSALS

The Library expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Library determines and/or to take any other appropriate action that is in the best interest of the Library.

QUESTIONS

All questions regarding the RFP shall be submitted through www.bidnetdirect.com. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The



Library does not guarantee a response to questions not submitted after the question deadline of April 21, 2026, 4:00 pm.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45). The Detroit Public Library does **not** provide advance deposits or upfront payments prior to the commencement of work. Payments will be made only for work completed and accepted in accordance with the terms of the contract.

ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the Library pursuant to these specifications, without prior written approval of the Library.

MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these requirements. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the Library as the same now exists or may hereafter from time-to-time be changed in writing.

MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The Library reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the Library.

CHANGES IN FACTS

Proposers shall advise the Library during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.



CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the Library.

CHANGES IN PROPOSAL REQUIREMENTS

The Library may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the Library may, at its discretion, extend the time allowed for submission of proposals.



REFERENCES

Proposers shall provide three (3) references for services outlined in this RFP. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past five (5) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	



CERTIFICATE OF INSURANCE

- I. The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
 - B. Commercial General Liability insurance with a combined single limit of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library.

The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



NON-COLLUSION AFFIDAVIT

RFP Number: _____ RFP Description: _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SIGNATURE OF PERSON

SUBMITTING BID BID NOTARY'S

SIGNATURE

Subscribed and sworn to before me this _____ day of _____,
20__ in and for _____ County.

My commission expires: _____



SIGNATURE PAGE

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: _____

ADDRESS:

City State Zip

TAX ID: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, www.bidnetdirect.com, and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature) (Date)