

## **REQUEST FOR PROPOSALS**

### **Comprehensive Compensation Review and Plan of the Fond du Lac Band Programs and Enterprises.**

**DATES:** RFP released January 13, 2022. Proposals due February 1, 2022.

#### **Zoom Scheduled Interviews:**

- February 3<sup>rd</sup>, 1:00 – 4:30pm CDT
- February 4<sup>th</sup>, 8:00 – 11:00pm CDT

**RESPOND TO:** Patty Petite, Human Resources Director  
1720 Big Lake Road, Cloquet, MN 55720  
[Pattypetite@fdlrez.com](mailto:Pattypetite@fdlrez.com) 218-878-2671.

#### **I. Background and Goals**

The Fond du Lac Band is requesting a Wage and Benefit Compensation Review of their existing salaries and benefits offered to their employees. The Band has not had a full review of their wages for over ten years.

Fond du lac Reservation currently employs 1600 full and part-time individuals, has over 400 job descriptions and is self-insured. Fond du Lac has government, medical and casino employees that will need to be included as one package.

The Fond du Lac Insurance Company and board were established in June 1991 to oversee the administration of all benefit programs for the FDL Reservation employees in a manner that maximizes employee benefits under applicable federal law and separates the programs from the processes of tribal government.

To review our existing benefits, they can be found on our web site at [www.Fdlrez.com](http://www.Fdlrez.com) under the Programs tab scrolling down to Staff Benefits. Any addition questions feel free to contact

[JenniferHakes@fdlrez.com](mailto:JenniferHakes@fdlrez.com) or calling 878-7539.

#### **Objectives:**

- Establish low, mid, high salary structure for all positions
- Review Pay grades and/or Step progression
- Provide recommendations/plan for reviewing salary structures regularly
- Interface with JD Edwards

- Provide suggestions/solutions on potential issues such as: increases to minimum wage, compression, potential promotions.
- Development of a Compensation Manual and process to keeping it current
- Review job descriptions, updating and standardizing across the organization
- Review Medical, Dental & Pharmacy Benefits offered to employees
- Review number of Holidays, Vacation/PTO and Sick leave benefits

We have identified stakeholders from the different FDL departments and enterprises and created a Steering Committee. The project does have the approval and backing of our Tribal Council members and Executive Directors.

Our plan is to review salary structures, pay grades/steps, benefits to include all areas listed under the Objectives section of this RFP.

For the duration of the project, if tribal ordinances allow, we plan to meet in person as the Steering Committee on a regularly basis or as needed to keep the project on task and moving.

Experience working with Tribal/Government entities is desirable.

When the RFP is received and reviewed you will be contacted to arrange a Zoom interview to be held on February 3<sup>rd</sup> or February 4<sup>th</sup>.

Once a selection is made we will present our recommendation to the Tribal Council for approval. The successful vendor will be notified shortly after.

### **Schedule**

Proposals should include a timeline for completing the project and outline the cost of each Objective as outlined.

Proposals are due to us by **February 1, 2022**, we will begin reviewing proposals as they come in.