



# THE CITY OF MT. PLEASANT, MICHIGAN

## CITY HALL

320 W. Broadway St. • 48858-2447  
(989) 779-5300  
(989) 773-4691 fax

## PUBLIC SAFETY

804 E. High St. • 48858-3599  
(989) 779-5100  
(989) 773-4020 fax

## PUBLIC WORKS

1303 N. Franklin St. • 48858-4682  
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## REQUEST FOR PROPOSAL WELLNESS PROGRAMMING CITY OF MOUNT PLEASANT, MICHIGAN

### Overview

The City of Mount Pleasant is requesting proposals from a Company with expertise and experience to provide a Wellness Program for the City of Mt. Pleasant employees. We currently have 132 eligible employees with an average annual participation of 70 employees. Employees include all year round non-PEAK and water meter reader employees of the City. The goal of our wellness program is to educate, drive and support healthier behaviors and lifestyles for all participants thereby boosting morale, improving health and fitness, and increasing performance and productivity in the workplace. The program should provide screening, guidance, education and interactive competitions.

The Wellness Program firm will work closely with the Human Resources Department to align the strategic roles of the internal Wellness Committee initiatives and the formal Wellness program as outlined in this document. **See Appendix A for a listing of expected services.**

The City has worked with a Company the past twelve years to provide Wellness Programming to employees. Although the City has been pleased with current services, it is prudent to review options and pricing.

The City will not be responsible for any costs incurred by any Company to respond to this request. Those who wish to submit proposals must provide the information outlined in the enclosed Company Qualifications and Pricing (Appendix B) by October 30, 2012. Three copies of the response must be provided in a sealed envelope clearly marked **“2013 Wellness Program Proposal”** by **1:30 p.m. (local time) on Tuesday, October 30, 2012**, at which time the submittals will be publicly opened. Late proposals will not be accepted. Proposals should be submitted to:

**Jeremy Howard**  
City Clerk  
320 West Broadway Street  
Mt. Pleasant, MI 48858-2447

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFP's mailed	October 10, 2012
RFP's due	October 30, 2012
Review by staff	Week of November 5, 2012
Interviews, if necessary	Week of November 12, 2012
Negotiations/clarification on contract terms	Week of November 19, 2012
Recommendations to City Commission	November 2012
Contract begins	January 1, 2013

The City may conduct inquiries and request additional information from the company as the City deems necessary to assist in the evaluation of any proposal. The Director of Human Resources will make a recommendation to the City Leadership and the City Commission for a contract with the selected Company. The City expects an initial contract term of a one-year period (term ending December 31, 2013) with the option for an automatic renewal to extend the contract based on performance and employee satisfaction.

The City reserves the right to accept or reject any or all proposal submitted and/or negotiate terms, to waive any irregularities in the proposal and to select the proposal considered most advantages to the City.

All questions must be in writing and directed to:

Susanne Gandy, PHR  
Director of Human Resources  
320 West Broadway Street  
Mt. Pleasant, MI 48858-2447  
[sgandy@mt-pleasant.org](mailto:sgandy@mt-pleasant.org)  
989-779-5313  
989-773-5917 (fax)

## APPENDIX A: SCOPE OF SERVICES

### Wellness Program and Health Coach:

The successful firm must have significant experience in Wellness Programming for municipalities and/or other public entities. The successful firm will provide the City with Wellness Programming and Activities relating to, but not limited to:

#### **1. Health Coach:**

Provide an on-site Health Coach who is trained in behavioral change available to employees at a variety of times during the work week. 500 hours annually at 10 hours per week based on 50 weeks of service, with a minimum of 7 hours per week performed at the City of Mt. Pleasant worksites or as otherwise mutually agreed upon. The Health Coach should hold a degree in Exercise Science, Health Education, or Exercise Physiology or equivalent and should be able to assist employees in recognizing current health concerns as well as preventing future health related issues. It is expected that the Health Coach will work with employees in a variety of ways, including face-to-face, telephone, and be accessible and responsive to email, as our employees may not be on shift during the Health Coach's working hours.

○ Typical work schedules are as follows:

- Office Staff 8:00 a.m. to 4:30 p.m. Monday to Friday
- DPW staff 6:30 a.m. to 4:30 p.m. Monday to Friday
- Police Officers generally work 12 hour shifts
- Fire Department 24 hours on 48 hours off, generally work 3- 4 days a week

#### **2. Enrollment:**

Organize and implement a Wellness program which requires an employee to enroll and participate in screenings, such as; fasting lipid profile blood draws (including glucose), blood pressure, height and weight measurements, with a maximum of two on-site clinics per year at varied times and access to a laboratory facility for same, as needed throughout the year.

Wellness programming:

- Individual or team competition at least three (3) times a year that motivates employees to challenge themselves and those they compete against to develop healthy habits
- Maintain strong wellness program communications monthly electronically and posted in the various buildings
- One-on-One meetings with employees to discuss their health screening and other wellness questions and concerns
- Periodic classroom style education programs or on site exercise instruction. This would not be counted toward the Health Coach hours
- Making available resources that promote the importance of maintaining an optimal quality of life at city worksites
- Three times annually provide on-site access to a personal trainer for exercise assessment and to assist employees with the development and tracking of a personalized exercise program and to assist employees with exercising safely – this would not be a part of the Health Coach hours.

**3. Reporting:**

Maintain a confidential database of information collected only for program purposes. The City is not to receive any medical information regarding specific program participants. However, bi-annual confidential de-identified report provided to the Director of Human Resources regarding the status of the program, enrollment levels, participation level in challenges and events, employees progress and movement toward the optimal health levels (glucose, weight, exercise, blood pressure, etc.) as established by the medical community is required.

**4. Miscellaneous:**

- a. Provide educational materials related to health and wellness on an ad hoc basis when requested by an employee or the Health Coach becomes aware of a significant change in an employee's levels as tracked through program screenings.
- b. Provide general supplies, prizes, and t-shirts for participants based on competitions and drawings
- c. Additional recommendations or suggestions to the design and function of the proposed Wellness Program are welcome. Please provide any fees associated with the suggestions.

## APPENDIX B: COMPANY QUALIFICATIONS AND PRICING

1. Company Name
  - a. Name and address of company
  - b. Years in business
2. Personnel
  - a. Company, main contact person (name, phone number, e-mail)
  - b. Proposed personnel for Health Coach. Please provide the work history, qualifications and specialties of the person who would function in the role of Health Coach for the City
  - c. Names and qualifications of other key personnel who will be used for the City's program
3. Does the Company have adequate staff to handle the Health Coach responsibilities as defined in the Scope of Services?
4. Experience: Provide a short narrative (no more than two pages) detailing the Company's experience and innovativeness in Wellness Programming.
5. List specific reasons (no more than one page) your Company should be considered by the City of Mount Pleasant for our Wellness Programming.
6. Describe how your Company would familiarize yourself with the current program and build relationships with employees.
7. Provide five or more references from prior or current clients, including contact name and telephone number.
8. Describe how your Company will handle the day-to-day activities of this contract.
9. Note any exceptions or deviations to the required scope of services outlined in Appendix A.
10. Has the Company been in bankruptcy, reorganization or receivership in the last five years?
11. Has the Company been terminated by any client in the last five years? If so, explain why.
12. Provide a detailed per participant listing of program features and the fees associated with the item.
  - a. What costs are not included in the program?
13. Provide a detailed fee structure for the blood work and laboratory fees per participant. Explain how our employees may obtain blood work if they do not attend an annual enrollment clinic.