



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** February 3, 2017  
**TO:** Personnel Committee  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Benefits Consultant – Request for Proposals

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At the August 1, 2016 Personnel Committee meeting, the Committee discussed the retention of our current Benefits Consultant and the consensus of the Committee was to send out an RFP for consultants in 2017. Please see the attached RFP for a Benefits Consultant for a three-year contract beginning in 2018. I am requesting the Committee adopt the following timeline and process:

1. Post and distribute the RFP and collect responses through February 24, 2017;
2. Review of RFPs by the HR and Finance Departments and if necessary, in-person interviews the week of February 27, 2017;
3. Recommendation to Personnel Committee at the March 6, 2017 meeting;
4. Request approval from Council on March 20, 2017 to sign agreement with selected consultant.

Thank you for your consideration.