



REQUEST FOR PROPOSAL

Compensation Consulting

Request for Proposal

Classification and Compensation Study and Analysis

I. Purpose of Request

The City of XXXX is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis.

The City employs ___ full time employees in ___ unique job classifications. The City of XXXX operates under a Council/Manager form of government.

II. Scope of Services

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The consultant shall perform or provide the following:

- a) Review all current job classifications, confirm and recommend changes to hierarchical order of jobs using your evaluation system.
- b) Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions as required (prefer to assess duplicate benchmarks – both municipalities as well as local employers).
- c) Identify potential pay compression issues and provide potential solutions.
- d) Analyze and recommend changes to the present compensation matrix and/or structure to meet the market analysis. This recommendation may include recommendations for individual positions as well.

III. Preliminary Schedule

Activity	Dates
Release RFP	January 6, 2016
Deadline for submission of questions	January 19, 2016
Deadline for submission of proposals	January 27, 2017 @ 4:00 pm
Evaluation of proposals and selection process	Week of February 1, 2016
Interview finalists	Week of February 6, 2016
Negotiations	Week of February 13, 2016
Award of contract	Week of February 20, 2016
Completion of Work	Week of April 24, 2016

*All firms must set aside these dates for potential interviews if short-listed. Due to the short timeline to award a contract, only these dates and times will be made available for interviews.

IV. City Resources

The City will provide copies of all pay ranges, job classifications, previous studies

and any other available in-house information requested by the selected consultant that may be required to complete the study.

V. Materials to Submit

Interested firms must submit one copy of their proposal via email to the City at _____ and _____, no later than 4:00 p.m., on January 27, 2017. Interested parties are solely responsible for ensuring that that proposals are delivered on time. Proposals received after the due date and time will be not be considered. *The total number of pages in the submittal shall not exceed fifteen (15) pages. Economy of preparation and brevity are encouraged.*

VI. Cost Proposal

This request for information does not, under any circumstance, commit the City to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with response to this request.

VII. Proposal Disposition

All materials submitted in response to this request for information shall become the property of the City of XXXX upon delivery and subject to applicable open records laws.

VIII. Proposal Content *The total number of pages in the proposal shall not exceed 15 pages.*

- a) **Introduction** – On a cover sheet to the proposal, provide the official name, address, phone number and fax number of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
- b) **Experience and Qualifications** –
 - A brief description of the experiences and qualifications.
 - Listing and bios of proposed staff member(s) who will be performing the services.
 - A brief description of the organization.
 - A list of cities for which the consultant has conducted the comprehensive classification and compensation studies (within the past five years).
 - A list of three recent client references, including telephone numbers, email addresses, and addresses.
- c) **Approach/Methods Used to perform the Project** – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:
 - Proposer’s understanding of the services to be provided.
 - Complete methodology to be used in determining benchmark positions, other cities and counties to include in the survey, and determining salary ranges.
 - Description of the system you utilize to determine internal equity.
 - Description/philosophy in determining market rates and how that relates to individual classification and what connection that might be to the pay

table. Also, provide a description on how you determine minimums and maximums on the pay table.

- Estimated time the project will take from beginning to completion date.

d) **Cost Proposal** – This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal. Upon selection, it is expected that the consultant will make a minimum of 2 visits to the City. One to kick off the project to include meetings with staff to discuss issues and a meeting to present findings to the City Manager and select staff.

e) **Review Process** – The City of XXXX reserves the right to reject any or all submittals. The City may request one or more firms to provide a detailed proposal.

IX. Evaluation Criteria – The following will be considered in the selection of a consultant:

- Qualifications and reputation of firm, assigned staff and relevant experience in similar sized entities
- Understanding of city-related issues and employee relations
- Team compatibility, including the ability to work with city staff based on references and other supporting information
- Pricing

The City of XXXX reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

The evaluation of proposals will be done by City personnel who will then forward a recommendation to the City Council for consideration.

The duration of this consultant agreement has not been determined.

The City of XXXX is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, color, political affiliation, or disability.

For additional information, contact _____

Insurance Requirements

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty (30) days written notice to the City by registered mail prior to any modification, cancellation, non-renewal or other change in coverage. The policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the Contractor to furnish to the City a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or cancellation date so that there will be no lapse in any coverage. The City shall be named as an additional insured. The following minimum coverage is generally required of vendors providing services:

Workers Compensation	
Applicable State Statutory	
Employers' Liability	\$100,000.00
Automobile Liability - Owned, Non-owned and Hired	
Bodily Injury Each Person	\$100,000.00
Bodily Injury Each Occurrence	\$500,000.00
General Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$100,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00