

LEGAL NOTICE

**REQUEST FOR PROPOSAL
SEALED PROPOSAL**

For

CLASSIFICATION AND COMPENSATION STUDY

For

**JEFFERSON COUNTY, MISSOURI GOVERNMENT
HILLSBORO, MO**

Jefferson County is seeking proposals for Classification and Compensation Study. The county reserves the right to terminate the contract for any violation, by the successful vendor, of any term or condition of the contract by giving (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

PROPOSAL INSTRUCTION

One (1) original and two (2) signed copies of the proposal must be received in a sealed envelope plainly marked “**Classification and Compensation Study**” with the date and time the proposal is due in the lower left corner of the envelope.

An authorized representative of the individual firm submitting the proposal must sign the proposal in blue ink.

Proposals must be submitted to:

Department of the County Clerk of Jefferson County, 729 Maple Street, Hillsboro, MO 63050 prior to October 12, 2016, 2:00 pm local time.

For this RFP, all proposals received by the County shall remain valid for ninety (90) days following the date of submittal. All proposals received in response to this RFP will become the property of the County.

Jefferson County reserves the right to accept and/ or reject any and all proposals.

PROPOSAL INQUIRIES

Inquiries regarding specifications contained in this request should be submitted in writing via E-mail (preferred) or mail to:

Nicole Crawford
Human Resources Manager
Department of Administrative Services
729 Maple St.
P.O. Box 100
Hillsboro, MO 63050
636-797-5563
ncrawford@jeffcomo.org

David Courtway
Director of Administration
729 Maple St.
P.O. Box 100
Hillsboro, MO 63050
636-797-6487
dcourtway@jeffcomo.org

All Questions must be received no later than 3:00 PM on 10/05/2016. Any question received after this deadline may not be answered.

TERMS AND CONDITIONS

- Jefferson County Reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time the proposals are due.
- Any delivery costs or charges must be included in the F.O.B destination proposal price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Jefferson County and must be excluded.
- The contract shall be effective for the approximate (12) month period from the date of the notice of award.
- The electronic version of this RFP is available upon request. The document was entered into WORD for Microsoft Windows. The County does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of the RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- Vendors must submit three (3) signed copies of their proposals; one (1) is to be an original and so marked.
- All pages of the RFP must be initialed by an officer of the Company.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- Jefferson County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “Void” and will not be opened.
- The successful consultant is specifically denied the right of using in any form or medium the names of Jefferson County or any other public entity within the Jefferson County Government for public advertising unless express written permission is granted.
- All consulting firms must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible consultant, or the consultant whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- The County reserves the right to accept any item or group of items offered, unless the consultant qualifies his proposal by specific limitations. The proposal can be on an “all or none” basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, the consultants shall provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

DESCRIPTION OF WORK REQUIRED

Jefferson County Government is issuing a Request for Proposals (RFP) from qualified firms to assist the County in evaluation of its overall employee compensation, pay structure as compared to market, perform a job audit and analysis for each full-time position to determine appropriate classification; and update job descriptions. This study will not include benefits.

Background Information

Jefferson County is a First Class County with a Charter form of government located just South and South East of St. Louis County and St. Charles County. Both St. Charles and St. Louis County are first Class counties with a Charter form of government as well. Jefferson County Government currently employs approximately 680 Full Time and approximately 20 intermittent employees. The County's last comprehensive compensation plan review was conducted in 2010. At the conclusion of the study, the County implemented a merit system as part of the Personnel Administration plan along with pay grades establishing minimum and maximum salaries and job descriptions for most positions in the County. These steps were taken to fulfill requirements of the Home Rule Charter, which was adopted in November of 2008. There are approximately 300 Full time employees and 20 intermittent employees currently covered under 135 job titles classified into 19 compensation grades.

Jefferson County is seeking a base bid and a supplemental bid to the base bid for all full time positions except those positions of the Department of Juvenile Justice. The base bid shall include all positions except those in the Department of Juvenile Justice and the Department of Sheriff. The supplemental bid shall include full time positions in the Department of Sheriff.

Employees of the Department of Juvenile Justice are not part of the study.

Market salary is determined through the use of surveys from local municipalities and data derived from ERI salary database. Major "comparable agencies" used are First Class cities and counties, especially those Counties in Missouri with a Charter form of government which are St. Louis County, Jackson County and St. Charles County. Local municipalities including St. Louis City, St. Charles County and St. Louis County along with other "comparable city agencies" should be equally important when gathering market data.

The successful firm will be expected to work with Human Resources and Administration during all phases of this project, including onsite meetings and will be expected to present the final recommendations to the County Executive and County Council.

SCOPE OF SERVICES

All documents and deliverables shall be provided in Microsoft Word or Excel format on computer disk and in hard copy. All documents and deliverables become the property of the County and the author or the firm shall have no copyright interest. The County shall have the right to use all documents for any purpose. The County is requesting proposals for the following areas of work:

1. Job Audit and Analysis

- Evaluate current position classifications job descriptions and pay grades.
- Gather necessary employee information through the use of a combination of job analysis questionnaires and group and individual interviews.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following:
 - Whether individual employees are appropriately classified

- Whether a position should be moved to a different job classification and/or pay grade.
- Whether position titles are appropriate.
- Other recommendations.

2. Job Descriptions

- All job descriptions shall be updated after review of job analysis questionnaires and interviews.
- Recommendations shall be made to revise, create or consolidate titles and classifications.
- Job descriptions should be established in a standardized format which is ADA and FLSA compliant. County will have review/input as to the final format of job descriptions.
- Revised job descriptions should include FLSA exemption tests to determining the appropriate FLSA overtime classification for each position based upon the duties and responsibilities provided in the job description.
- Final job descriptions to be provided to the County, with allowance for one set of revision included in project cost.

3. Final Report Requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.
- Recommendations for maintaining future market competitiveness.
- Other recommendations.

4. Other miscellaneous requirements

- Prepare an analysis of the financial impact for the implementation of recommended changes to the compensation plan.
- Provide a recommended job evaluation plan that would allow the County to evaluate positions every two (2) years.
- Provide administration manual with plan maintenance procedures.
- Provide sample documents to be used to communicate the compensation system change to current and future employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic format.

The County is seeking a highly qualified individual and/or firm to provide a quality, thorough study. The selected individual and/or firm will be required to interface with employees and managers in an approachable manner. All products and recommendations must comply with applicable federal, state and local laws and enhance the County's ability to recruit and retain qualified personnel.

ESTIMATED SCHEDULE

The estimated schedule is as follows:

County releases RFP	September 23, 2016
Responses due	October 12, 2016
Consultant Interviews (begin)	October 19, 2016
Contract awarded	November 9, 2016
Project start date, no later than	November 28, 2016
Draft Study due, no later than	January 15, 2017
Final Report due	March 1, 2017
Acceptance of Final Report	March 15, 2017

RFP REQUIREMENTS

Responses to this request should include the following information;

1. Consultant name and/or business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.
2. A general description of the firm, including size, number of employees, primary business, and other business or services offered.
3. Identification of the project manager who will be the primary contact through all phases of the project, as well as the identification of the other personnel who will be performing engagement work and estimated expected contribution to the project in percentage of hours.
4. Qualifications information, which demonstrates the knowledge, experience, and capability that will enable the respondent to provide the services outlined in the description of work required, including a brief history of the firm and/or individual including the number of years in business, number of classification and compensations studies completed. This will shall also include summary information regarding the qualifications and professional experience of staff that will perform work under this engagement.
5. Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific estimated schedule items, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
6. List of references of at least four (4) municipal/local government clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person of each organization. Also include the services provided and total fees paid by each reference agency for the project.
7. Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document, divided by category of Service including optional services.

8. Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture. Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.
9. Submission shall include sample interim and final report formats.

REVIEW AND SELECTION CRITERIA

All proposals submitted before deadline will be reviewed to determine compliance with the requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

1. Demonstrated understanding of the scope of work and the overall classification and compensation study as set forth in the RFP including Consultant's strategy for carrying out the needed work tasks to meet the goals.
2. Firm and staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
3. The firm's present workload and demonstrated capacity to complete project in a professional manner and within approved timeline.
4. The firm's past record of performance, if any, with respect to quality of work and ability to deliver on goals, timelines and budget.
5. The quality, conciseness and completeness of the proposal.
6. Project timeline.
7. Proposed fees.

Proposals will be evaluated in accordance with the evaluation criteria. The County may hold interviews with firms determined to have a reasonable chance of being selected for award based upon the evaluation criteria specified. The interviews, if held, are projected to take place the week of October 19, 2016.

Proposals will be evaluated based on criteria outlined in the RFP, interviews, and reference checks. An agreement will be negotiated with the Consultant whose qualifications would be most advantageous to the county, all factors considered. If an agreement cannot be reached with the top ranked Consultant, the county will then negotiate with the second ranked consultant.

EXCEPTION SHEET

If the item(s) and/or service(s) proposed in the response to this proposal is in any way different from that contained in this proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

PRICING PAGE
CLASSIFICATION and COMPENSATION STUDY
PROPOSAL DUE DATE: OCTOBER 12, 2016 2:00 PM

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An estimated break-down of the cost for each of the components of the scope is requested.

FEE PROPOSAL
Base Bid

TASKS

Compensation Study with financial impact	\$ _____
Job Audit and Analysis	\$ _____
Job Descriptions	\$ _____
TOTAL	\$ _____

Addition 1 to Base Bid

Department of Sheriff.

Compensation Study with financial impact	\$ _____
Job Audit and Analysis	\$ _____
Job Descriptions	\$ _____
TOTAL	\$ _____

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business.

Signature

Date

Print Name and Title

Phone Number

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2016:

Company Name

County of Jefferson, State of Missouri

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor

COOPERATIVE BID FORM

Bid Name: _____

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No _____

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.

If agreeable to the above, state the **minimum** dollar value *per order* you will require from a Municipality or any other tax-supported entity (**this shall not apply to Jefferson County, Missouri Government, Departments or Divisions**):

MINIMUM DOLLAR VALUE PER ORDER: \$ _____

BY: _____

TITLE: _____

COMPANY: _____

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone _____ **E-mail** _____

THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI