


April 8, 2022

County of Newberry

Purchasing Department
Request for Proposal # 2022-1
Classification and Compensation Study Services

Proposals are due May 5, 2022, no later than 3:00 PM, Local Time

PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	 <p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County Courthouse Annex Conference Room Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2022-01 Classification and Compensation Study Services</p>	
<p>Proposals will be accepted until 3:00 PM, Thursday, May 5, 2022</p>	<p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO. (_____) _____ Email Address: _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME/TITLE

DATE

Background

Newberry County is accepting proposals from qualified firms to perform a compensation and classification study of its employees. Job descriptions and current grade schedules are available for most positions but contain dated information. The last compensation and classification study was completed in 2002 by an outside contractor. Most recently, the previous administrator developed our current pay band and evaluation method.

Newberry County has a Council/Administrator form of county government with seven council members and one county administrator. The County employs 202 employees, approximately 12 of those are part-time or hourly employees, the others are considered full-time or salaried employees. There are approximately 24 departments, including 7 under the purview of an elected/appointed official.

The 2021-2022 fiscal year general operating budget is approximately \$27 million, with about one-half of that being allocated to salary expense (including fringe benefits).

SECTION I: GOALS & OBJECTIVES

The purpose of the classification and compensation study is to address changes in county operations and staffing over the past decades, which may have affected the type, scope and level of work being performed.

A. County Objectives:

1. Attract and retain qualified employees;
2. Ensure positions performing similar work with essentially the same level of complexity, responsibility and knowledge, skills and abilities are classified together;
3. Provide salaries commensurate with assigned duties;
4. Clearly outline promotional opportunities and provide recognizable compensation growth;
5. Provide justifiable pay differentials between individual classes; and
6. Maintain a competitive position with other comparable governmental entities and private employers within the same geographic area.

B. Maintenance Program

Develop a maintenance program, including estimated costs, to address the need for new job analyses/evaluations (including pay grade recommendations), creation of new job descriptions, and continued maintenance of the Pay Classification Plan.

C. Required Deliverables

1. An analysis of the current pay plan and processes;
2. A comprehensive report, including benchmarking and market analysis of direct compensation to determine the value of the County's current program, market comparisons and recommendations for alternatives and cost projections reflecting cost/savings to the County; the report shall include recommendations, alternatives, and cost projections as well as narrative, graphs, and charts both in detail and high level.
3. Analysis of data for each job shall be provided to the County including the following information: degree of match, range minimum, range maximum, and actual averages of incumbent employees of market comparables. The methodology used to place positions and/or construct the pay structure should be fully defined.
4. Charts and graphs that depict how the position of the County's jobs compare in relation to the market comparables and recommended placement in a compensation structure.

D. Communication and Interaction

1. All work will be done with regular involvement of the Human Resources Director, or Interim, the County Administrator, Deputy County Administrator, Elected Officials, Department Directors and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected.
2. The successful firm will be expected to work with management during all phases of this project, including onsite meetings, and will be expected to present the final recommendations to County Council. The successful firm and County staff will jointly agree on comparable organizations to be surveyed.

SECTION II: SCOPE OF WORK

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

A. Scope of Services

1. Provide for a comprehensive evaluation of every job with the County to determine relative worth within the organization for internal equity and for the establishment of pay ranges and progressions within the ranges.
2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable local governments and private employers as required.
4. Identify potential pay compression issues and provide potential solutions.
5. Analyze and recommend changes to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.

B. Information Meetings

The following meetings are expected to be coordinated and held by the Consultant:

1. Schedule an initial meeting with the County Administrator, Deputy County Administrator, Human Resources Director, and Finance Director to discuss the process and tasks to be performed in the study to included reasonable dedication of key personnel.
2. Meet with department heads to explain the study and the process to be used.
3. Provide for frequent updates to the Human Resource Director, Deputy Administrator and Payroll Specialist.

C. Classification Study

With respect to the Classification Study, The Consultant will be required to accomplish the following tasks:

1. Review current classification methodology and propose recommended strategies for the County to meet appropriate staffing levels to meet current and future needs.
2. Conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individual or in groups based upon classification.
3. Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registration requirements for classification, as needed. Provide a sample position description.
4. Identify Officials and Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including Fair Labor Standards Act (FLSA) status: exempt/non-exempt.
5. Present proposed recommendations to the County Administrator, Deputy County Administrator and Human Resource Director for review prior to making any final classification determinations.

6. Finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. Identify career ladders/promotional opportunities as deemed appropriate.
8. Submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
9. Provide a straightforward, easily understood, maintenance system that the Human Resource Director will use to keep the classification system current and equitable. The classification system should be provided in an electronic format. Maintenance should include annual activities, as well as the process to be used in the review of classification of individual jobs, as needed.
10. Conduct a comprehensive training program for Human Resource Department's staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal submittal.

D. Compensation Study

With respect to the Compensation study, the Consultant will be required to accomplish the following tasks:

1. Review the current compensation plan (salary bands) and understand current challenges in recruiting and retaining employees.
2. Recommend and identify a consistent and competitive market position that the County can strive to maintain.
3. Recommend comparable labor markets, including both private and public sector employers for compensation surveys.
4. Develop and conduct a comprehensive compensation and benefits survey.
5. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results.
6. Develop guidelines to assist County staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the positions, how difficult the position is to fill, and market competitiveness.
7. Recommend implementation strategies including calculating the cost of implementing the plan.
8. Identify any extreme current individual or group compensation inequities, including staffing deficiencies and provide a recommended corrective action plan and process to remedy these situations.
9. Make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, and acting (interim) assignment pay.
10. Provide system documentation and computer formats/software to administer compensation plan.
11. Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
12. Conduct a compression analysis to include any recommendations for implementation.
13. Conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal submittal.

The County will provide copies of current pay ranges, job classifications, and any other available in-house information requested by the selected consultant that may be useful to complete the study.

SECTION III: PROPOSAL PREPARATION

To Achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below and shall include:

1. A thorough summary of the consultant's qualifications to perform the work required.
2. The number of years of experience in the field of compensation and classification studies.
3. Who the project manager (and primary point of contact) will be for this project.
4. A thorough synopsis of how the project is to be approached and completed.
5. A preliminary schedule to complete the required work based upon a start date of May 23, 2022.
6. A separate cost considered fair and reasonable for each component of the survey. These costs should be inclusive of all costs for providing the County with the Classification Study, Compensation Study, and Maintenance Program in accordance with the requirements herein. **Pricing sheet breakouts are required for each component.**
7. Reference to the acceptance of the provisions set forth in this RFP.
8. A comprehensive list of similar projects completed in the past ten years, to include the name and telephone number of the firm's contact persons.
9. Variances to any statements included in the RFP shall be shown as specific proposal qualifications at the time the firm responds to this RFP.
10. One original submission and three copies of the response is required.
11. Indicated the number and dates of amendments, if any, that you have received.
12. Table of Contents – clearly identify the material, by section and page number.
13. Other information and materials which the proposer wishes to submit in support of his/her proposal, qualifications, etc.
14. Return all forms in this RFP, along with proof of required insurance.

SECTION IV : INFORMATION/INQUIRES REQUEST :

Address inquires to: Please send your request for questions via email to:

**Crystal Waldrop, CPPB
Newberry County Purchasing
PO Box 156
Newberry SC 29108
Email: cwaldrop@newberrycounty.net
Phone: 803-321-1420**

The tentative schedule is as follows:

Deadline for Questions:	April 27, 2022, by 5:00 p.m.
Submittal Deadline:	May 5, 2022 @ 3:00 p.m.
County Council Award:	May 18, 2022

Insurance Requirements:

The awarded vendor for this contract shall provide the County with proof of the following insurance:

- General liability with not less than \$1,000,000.00 of coverage
- Worker's compensation insurance, regardless of the number of employees
- Newberry County must be listed as an additional insured on the general liability coverage

SECTION V – PROPOSAL PROCESS

Proposals will consist of technical and cost proposals, proposer's qualifications/experience and references. Proposals must be offered with sufficient submittal data to provide a complete evaluation. Failure to provide this data may result in submittals to be deemed as non-responsive. Proposals must include completed forms and schedules where requested and fully address the evaluation factors, references and data to verify qualifications and experience, and any exceptions. As part of the proposal, a proposer must evaluate the terms and conditions and provide any exceptions. Any exceptions taken to the RFP must be listed as a separate item in the submittal requirements.

Price proposals will remain firm for a period of 90 days from the closing date.

SECTIN VI- AWARD AND EVALUATION OF PROPOSAL/CRITERIA

A panel of Newberry County staff will review all proposals submitted and select the top ranked firms. The County may request written clarification of questions arise and/or best and final offers. Based on the initial proposals, best and final offers if requested, the panel will select the proposals, which best fulfill the County's requirements and is determined to be in the best interest of the County. The county will negotiate with the proposers, to determine final pricing and contract terms.

The proposal is negotiable; therefore, all pricing data will remain confidential until after award is made, and the names of the firms submitting will be disclosed at the time of opening. Overall responsiveness to the Request for Proposal is an important factor in the evaluation process.

Evaluation of the proposals is expected to be completed withing thirty (30) days of the submittal deadline. The lowest price proposal will not necessarily be selected, and experience/proposed plan will be weighed more heavily than costs to ensure that the County is procuring best value versus lowest price.

Newberry County assumes no responsibility for any cost incurred by proposer in the preparation of proposals.

Award will be made to the responsive and responsible firm after the evaluation of the proposals, oral presentations, and/or a thorough review of the qualifications, as determined to be the most advantageous to Newberry County. The right is reserved to reject any and all proposals received, waive irregularities, and in all cases, Newberry County has sole authority to determine whether a proposal has, or has not, satisfactorily met the requirements of this RFP.

Evaluation Criteria Sample Score Sheet:

The criteria to be used in the evaluation of proposals will be/but not limited to the following: Priorities and weights will be assigned to the categories listed below:

1. Overall responsiveness to the Request for Proposal must be neat, complete, and fully address sections I and II, cost, proposer's qualifications, references (weighted points 0-15 points) _____.
2. Proposer's experience and expertise in the subject industry. Recent experience as a compensation and classification survey service provider within the last ten (10) years, comparable to the proposed scope of services in this RFP. Quality of the services provided to other clients and reliability are a prime consideration. This should include examples of comparable services provided at other agencies. The County may check referenced projects (weighted points 0-25) _____.
3. Professional background, caliber and expertise of key personnel to be assigned to the proposed services. This is to include the name and resume of the Service Account Manager assigned to this contract, along with his/her percentage of time to be devoted to the County. (weighted points 0-15) _____.
4. Proposer's response to how the project is to be approached and completed. Proposer must provide a schedule for performing the work (weighted points 0-30) _____.
5. Costs. Proposer's cost breakdown response to Sections I and II. Proposals will be evaluated on the proposer's demonstrated ability to provide suitability to purpose, quality service, previous experience, price, ability to deliver, or any other factor deemed by the County to be in the best interest of the County, not just low price. (weighed points 0-15) _____.

Total possible points equal 100 points.

Before a contract will be awarded for the services described herein, the County may conduct an investigation as is necessary to determine the performance record and ability of the apparent successful Proposer to perform all requirements specified under this contract. Upon request, the proposer will submit such additional information as deemed necessary by the County to evaluate the Proposer's qualifications.

SECTION VII : NON-DISCRIMINATION STATEMENT

The proposer certifies that :

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any submission to Newberry County or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies the maximum practicable opportunities to do business with this Company;
- (4) That the promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the County of Newberry to declare the contract in default and to exercise any and all applicable rights and remedies including, but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title