

REQUEST FOR PROPOSALS
CLASSIFICATION AND COMPENSATION STUDY
CITY OF POWDER SPRINGS, GEORGIA
RFP # 21-004

A. INTRODUCTION

The City of Powder Springs, Georgia is seeking competitive sealed proposals from experienced and qualified firms for the purpose of establishing a fixed price contract for completion of a comprehensive Classification and Compensation Study.

Sealed proposals shall be received by no later than **12:00 noon EST on Thursday, February 18, 2021** at the City of Powder Springs, 4484 Marietta Street, Powder Springs, Georgia 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

The deadline for submission of questions shall be **12:00 noon EST on Tuesday, February 9, 2021**. All questions shall be submitted to the attention of Kelly Axt, City Clerk, at kaxt@CityofPowderSprings.org. Vendors shall submit an original and four (4) copies of the proposal.

The City reserves the right to reject any or .org proposals, and to waive any informality or technicality in bidding in order to purchase in the best interest of the City.

B. BACKGROUND

The City of Powder Springs is located in southwest Cobb County and is a member of the ten-county Atlanta Regional Commission. The City is located approximately twenty-two miles west of Atlanta and approximately twelve miles southwest of Marietta. Powder Springs encompasses approximately 4580 acres (approximately 7 square miles).

The City's population is currently estimated at 15,758, ranking it fifth amongst Cobb County's six municipalities. The citizenry is quite active and there has been a great emphasis on transparency in local government and easy access to public records.

C. SCOPE OF SERVICES

The purpose of the Classification and Compensation Study is to assist the City in reviewing and analyzing the current staff compensation structure, obtain recommendations for improvements to the existing structure, and obtain recommendations to ensure internal equity and external competitiveness. All staff positions will be included in the study. The City currently has 80 full-time employee positions and 3 part-time employee positions. The City's goal is to update its classification system, review FLSA guidelines, revise policies, and provide competitive pay levels to its employees.

D. GENERAL REQUIREMENTS

The overall classification and compensation plan must provide internal equity and be competitive in the marketplace in attracting and retaining qualified employees.

1. Survey each job class to determine a definition of the job class, essential functions, education requirements, experience, knowledge, skills, and abilities.
2. Make recommendations for the reclassification or consolidation of staff salary schedules.
4. Make recommendations for any adjustments needed to ensure internal equity and external competitiveness.
5. Determine Fair Labor Standards Act (FLSA) status. (exempt/non-exempt)
6. Review current pay practices in regard to FLSA rules and regulations for all categories of employees.
6. Identify Americans with Disability Act requirements for each job classification and include those in the job description.
7. Develop a comprehensive labor market salary survey for the City that reflects the public sector to include surrounding public sector employers similar in size to the City of Powder Springs. The survey will include developing a minimum, midpoint, and maximum for each benchmarked position.
8. Evaluate salary compression and provide recommendations for addressing it.
9. Recommend appropriate salary range for each existing or proposed position based on the classification plan, the compensation survey results, and internal relationships and equity.
10. Develop a strategy to increase current employees pay to a competitive level that aligns with the results of the compensation study.
11. Perform cost analysis/financial impact analysis of implementing the proposed changes as well as proposed implementation schedule.
12. If requested by the City Manager, present findings, and a written report to the City Council regarding the proposed implementation of the classification and compensation study.

D. COMPLETION SCHEDULE

Upon approval of a contract award by the City Council on March 1, 2021, the study shall be completed and submitted to the City Manager by no than March 15, 2021.

E. PROPOSAL CONTENTS

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized and submitted in the format listed below. The City of Powder Springs reserves the right to request further information, contact client references, and require interviews with any responding firm.

1. Introductory Letter

Include a cover letter signed by an official authorized to solicit business and enter into contracts. The cover letter shall include the name, address, email address, and phone number of contact person.

2. Company Background

Provide information on company background to include the following:

- a. Firm local name, address, and phone number.
- b. Contact person, phone number, and e-mail address.
- c. Number of years in business.
- d. Size of firm (number of employees)
- e. Provide resumes of key personnel assigned to this account including the designation of the person who will have the primary responsibility in conducting the study. Provide the office location for each staff member. Describe contractual relationships, if any, with any other organization(s) that will be providing services regarding this project.

3. Relevant Experience

- a. Provide information on specific knowledge and experience relevant to conducting comprehensive Classification and Compensation studies, and recommending new Classification and Compensation plans similar to the services requested in this solicitation.
- b. Provide a minimum of three (3) public sector references where your firm has completed comprehensive pay plan studies during the past five (5) years. Include client name, location, contact person, phone number, and e-mail address.

4. Methodology and Approach

Provide detailed information on the methodology, approach and timeline that demonstrates how your firm will ensure that the study meets the requirements of the RFP and the needs of the city. How will you ensure that the study is completed by the specified completion date?

Describe specific plans on how the study will be conducted. Include methodology for preparing job classifications. How will information be gathered from employees and reviewed with management?

5. Total Cost

Provide a total lump sum cost for completion of the study as requested on the attached Price Form. The total cost will include all related costs including travel expenses and reproduction costs. **Enclose completed price form in a separate sealed envelope.**

F. EVALUATION/AWARD CRITERIA

Proposals will be evaluated based on the following factors by an evaluation team consisting of City management personnel. Factors are listed in order of relative importance. After evaluations are completed, the proposals will be ranked, and the award made to the firm whose proposal has been determined to be most advantageous to the City.

1. Methodology and Understanding of the Requirements of the Study
2. Relevant Experience
3. Total Cost
4. Company Background
5. Reference Responses

PRICE FORM

Classification and Compensation Study

City of Powder Springs, Georgia

DESCRIPTION

TOTAL COST

Conduct a Comprehensive Classification
and Compensation Study as specified.

\$ _____

Proposer Name _____

City of Powder Springs, Georgia

CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned CONSULTANT verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation contracting with the City of Powder Springs has registered with and is participating in a federal work authorization program. As of the effective date of 13-10-91, the applicable federal work authorization programs (any of the electronic verification information of newly hired employees, pursuant to the Immigration Reform & Control Act of 1986 (IRCA) P.L.99-603) ; in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. "EEV/Basic Rule Pilot Program" is operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

The undersigned further agrees that, should it employ or contract with any Sub CONSULTANT(s) in connection with the physical performance of services pursuant to this contract with the City of Powder Springs, CONSULTANT will secure from such CONSULTANT(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Sub CONSULTANT Affidavit provided in Rule 300-10-01-08 or a substantially similar form. CONSULTANT further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Powder Springs at the time the Sub CONSULTANT(s) is retained to provide the service.

EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent

Date

Title of Authorized Office or Agent

Subscribed and sworn before me on this, the
_____ day of _____, 20

Notary Public: _____ My commission expires:

SUB CONSULTANT AFFIDAVIT AND AGREEMENT

City of Powder Springs, Georgia

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EEV/Basic Pilot Program User Identification Number

By: Authorized Officer or Agent of Sub Consultant

Date

Title of Authorized Office or Agent of Sub Consultant

Subscribed and sworn before me on this, the
_____ day of _____, 2020

Notary Public: _____

My commission expires: _____