

**TOWN OF EASTHAM**

**REQUEST FOR PROPOSALS FOR A COMPREHENSIVE CLASSIFICATION &  
COMPENSATION STUDY**

The Town of Eastham is accepting proposals for professional services required to conduct a comprehensive classification and compensation study and analysis of staff positions.

All individuals and firms interested in applying are directed to the town website, [www.eastham-ma.gov](http://www.eastham-ma.gov), for full submission requirements. Applicants should submit proposals in two sealed envelopes as follows: (1) an original non-price proposal with three (3) copies and (2) an original price proposal with one (1) copy, on or before **Friday, July 29, 2016 at 2:30PM** addressed to:

Town of Eastham

**Attn: Sheila Vanderhoef,**

Chief Procurement Officer

2500 State Highway

Eastham, MA 02642

Late responses will not be considered and will be returned unopened.

## **General Requirements**

Applicants should submit proposals in two sealed envelopes as follows: (1) an original *non-price* proposal with three (3) copies and (2) an original *price* proposal with one (1) copy, on or before **Friday, July 22, 2016 at 2:30PM**

Proposals should be submitted in two separate envelopes and marked as follows:

### **NON-PRICE PROPOSAL**

“REQUEST FOR PROPOSALS FOR CLASSIFICATION & COMPENSATION STUDY”

### **PRICE PROPOSAL**

“REQUEST FOR PROPOSALS FOR CLASSIFICATION & COMPENSATION STUDY”

1. Proposals received after this time will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to this Request for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this bid packet.
2. Applicants are cautioned to allow sufficient time for their proposals to be hand-delivered or received by mail. The Town of Eastham reserves the right to reject any and all proposals or proposals that are incomplete or deemed non-responsive or that are not in the best interest of the Town.
3. All submittals shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
4. If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed or faxed to all companies and individuals on record as having requested the RFP.

5. **All inquiries or questions regarding this RFP should be submitted in writing no later than Monday July 14, 2016 to Jacqueline Beebe, Assistant Town Administrator, and 2500 State Highway, Eastham, MA 02642 or e-mailed to [jbeebe@eastham-ma.gov](mailto:jbeebe@eastham-ma.gov).** Written responses will be mailed, faxed, or emailed to all companies and individuals on record as having requested the RFP. The RFP and all addenda will be available on the Town of Eastham website: [http://www.eastham-ma.gov/Public\\_Documents/EasthamMA\\_Procurement/rfp](http://www.eastham-ma.gov/Public_Documents/EasthamMA_Procurement/rfp) Bidders should check this website for updates.
6. Responses may be modified, corrected, or withdrawn only by written notice received by the Town of Eastham prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" and must reference the original RFP response.
7. Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.
8. The Town of Eastham reserves the right to reject all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interests.
9. The Town of Eastham may cancel this RFP, in its entirety or in part, or may reject all Proposals outlined in this RFP whenever such action is determined to be fiscally advantageous to the Town of Eastham, or if it is otherwise in the best interest of the Town of Eastham.
10. The Town of Eastham may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
11. The Town of Eastham will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town. All deliverables, reports, maps, and other documents resulting from this contract shall become the property of the Town of Eastham. The Town of Eastham has the right to disclose information contained in proposals.
12. The Town of Eastham has determined that this Request for Proposals is subject to the Uniform Procurement Act, M.G.L. c. 30B. Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference. The selected responder is expected to comply with all applicable state and federal laws in performance of service.

13. Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified.
14. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.
15. Purchases by the Town of Eastham are exempt from federal, state, and municipal sales and/or excise taxes.
16. Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive, and binding.
17. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. The authorized individual(s) must sign these forms.
18. Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.
19. If, at the time of the scheduled response opening, Eastham Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the response opening will be postponed until 2:30 PM on the next normal business day. Submittals will be accepted until that date and time.
20. The Town of Eastham is an Affirmative Action/Equal Opportunity Employer. The Town encourages submittals from qualified SBO/MBE/DBE/WBE firms.
21. The Town of Eastham makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements, and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

## 22. Add Insurance info

### I. Goals & Objectives:

The goal of the study is to update the current classification and compensation system utilizing accepted practices in the management and design of compensation systems.

The objectives of the town are to: attract and retain qualified workers who will be paid equitable salaries; provide fair salaries for all town employees; and provide the Town with a salary structure that enables us to maintain a competitive position with other towns on Cape Cod.

## **II. Present Compensation System**

The Town last completed a comprehensive classification & compensation study in 2006. Since that time, some job descriptions have been updated and reassessed and some have not. The Town currently has approximately 120 employees in full-time and regular part-time positions. These positions are organized in contracts with 5 Unions; Fire, Police, Dispatch, Steelworkers (DPW and Natural Resource staff/laborers) and Eastham Employee Association (professional, technical, administrative & clerical); and also with several employees under a non-union personnel bylaw (professional, administrative & clerical). The request for a compensation study came from one of the unions, but we will apply the study to all positions except for the Police & Fire Union position.

### **Scope of Study:**

The compensation study shall include an examination of the Town's current compensation plan and related components. The study shall be made in accordance with generally accepted compensation methods and in accordance with applicable federal and state laws. It is essential that this study be fair and equitable to all employees. It should recognize prevailing rates of competitors in the labor market and adjust to changing conditions. A methodology must be present which accurately and fairly measures compensable job factors and allows proper and equitable cross comparisons of compensable factors for classes.

- A. Review and assess all current job classifications, confirm and recommend changes to hierarchical order of jobs using an evaluation system and make recommendations. This should include interviews/contact with current staff in the positions.
- B. Establish benchmarks and conduct salary surveys as needed.
- C. Prepare a comparative analysis that identifies the Town of Eastham's competitive position in the local labor market and,
- D. Conduct an assessment of the current classification plan/grade methodology and determine if changes in individual position/job descriptions are needed; and if so, what specific additions or deletions and what if any grade changes are recommended.
- E. Prepare any recommendations for compensation rules, and policies to maintain competitiveness, reward employees, and ensure equity.

Responding firms should have significant experience conducting salary surveys and comparative analyses, preferably involving public employers.

### **III. Proposal Requirements:**

- A. A detailed description of the plan to achieve the requirements with a timeline for accomplishing the work. The timeline should include targets for specific milestones.
- B. A detailed description of the analysis and compensation methodology that will be used if the consultant has a pre-designed system
- C. Cost proposal should include a proposed fee schedule and breakdown of costs;
- D. Description of the firm and list of clients served in the last two years;
- E. Professional resumes of all personnel that will be assigned to the project, and who will be completing the work;
- F. Completed forms attached;
- G. Any other information the consultant/individual deems appropriate.

The Town shall provide space and facilities necessary for the consultant when on-site. In addition, Town staff will be responsible for collecting job description questionnaires and providing job descriptions and union contracts. The consultant will analyze/develop organizational charts, allocate positions into broad categories according to difficulty and levels of responsibility and develop/assess class coding systems.

### **IV. Evaluation criteria**

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town of Eastham reserves the right to award the contract to the responsive and responsible proposal that best meets the Town's needs, taking into account qualifications, submittal quality, and evaluation criteria. The awarding authority's decision or judgment on these matters shall be final; the Town of Eastham will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

**Unacceptable**

**Not Advantageous**

**Advantageous**

**Highly Advantageous**

An “Unacceptable” rating in any one of the criteria will eliminate the proposal from further consideration:

**1. Experience**

Applicants will be evaluated based on the extent of the firm/individual’s experience providing compensation & classification studies. Greater weight will be given to experience with public entities/municipalities.

- Unacceptable: Applicant has less than 1 year experience
- Not Advantageous: Applicant has 1-3 years construction experience
- Advantageous: Applicant has 3-5 years experience
- Highly Advantageous: Applicant has more than 5 years experience

**2. Strength of Team**

Applicants will be evaluated on the strength of the team as evidenced by the experience with projects similar to the proposed study. Experience evaluated will be that of the individuals designated to the project.

- Unacceptable: Firm did not identify individuals assigned
- Not Advantageous: Individuals assigned have had experience with only 1 similar project within the last 7 years.
- Advantageous: Individuals assigned have had experience with 2 or more similar projects within the last 7 years.
- Highly Advantageous: Individuals assigned have had experience with 3 or more similar projects within the last 7 years.

**3. Readiness to Proceed**

Applicants will be evaluated on their ability to begin the project in a timely manner as demonstrated by the Projected Schedule.

- Unacceptable: Applicant did not provide a Projected Schedule

- Not Advantageous: Applicant has provided a Project Schedule that documents ability to start the study 6 or more months from contract award date
- Advantageous: Applicant has provided a Projected Schedule that documents ability to start the study within 3 months from contract award date
- Highly Advantageous: Applicant has provided a Projected Development Schedule that documents ability to start the study within 1 month from contract award date

The following will be considered in the selection of a consultant:

- A. The organization/principle has demonstrated knowledge of Federal and MA state laws as they relate to pay practices, compensation, FLSA, ADA, and all other applicable employment laws.
- B. The consultant has the human and organizational resources to complete the project.