

Compensation & Benefits Study

July 3, 2014

City of Gallatin

1.0 Introduction

The City of Gallatin Human Resources Department is seeking bids for a compensation and benefits study. Bids will be due on July 21, 2014 at 2:00 pm in a sealed envelope clearly marked: **“Compensation/Benefits Study”**.

The City of Gallatin, with a population of over 30,000, maintains an annual budget of almost \$128 million. Currently, the City employs 386 people, including part-time and full-time employees and has about 158 distinct job descriptions. The last time any type of market analysis of pay was conducted was in 2005. Employees are categorized into job groups as follows:

1. Public Works
2. Public Utilities
3. Police
4. Fire
5. Leisure Services/Civic Center/Golf Course
6. Administrative

1.1 Scope of Work

The City of Gallatin seeks to conduct a compensation and benefits study.

2.0 Technical Requirements

The service engagement is for the purpose of: providing comments and guidance on Job titles, job descriptions, and review of the existing evaluations and pay grades of positions, and determining what market adjustments should be made based upon information obtained from comparable peers. Meetings will be conducted with department heads to validate and clarify information, along with department and worksite visits. Benefits for the City will be compared with packages offered by comparable peers.

Conduct a customized survey of the salaries and benefits provided by municipalities of the clients' choosing. Identify jobs to survey and municipalities to invite, design data collection tool, publicize survey and invite participants, collect reported data, compare results to current City practices, develop recommendations for adjustment to current pay ranges and employee pay. Develop a report of findings and recommendations.

Activity Dates

Release RFP – Thursday, July 3, 2014

Deadline for Submission of Proposals Monday, July 21, 2014, 2:00PM CST

Report of Costs received from RFPs to the Council July 22, 2014

Evaluation of Proposals and Selection Process Week of July 21, 2014

Award of Contract (tentative) – July 28, 2014

First Work Meeting with Selected Consultant Week of August 4, 2014

Completion of Work – on or before December 31, 2014

3.0 Vendor Requirement

- Vendor must complete attached Price Sheet
- Pricing good for 30 days.
- Provide W-9, if new vendor.
- Upon award, complete a contract.

4.0 Evaluation of Proposals.

- Previous background and experience relevant to this RFP, including services provided to similar type and sized clients. (15 points possible)
- Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation, and conducting and analyzing salary survey data. (15 points possible)
- Thoroughness of material submitted, including the proposed work plan and type of service provided. (5 points possible)
- Consultant’s conceptual approach and process related to scope of work as well as the ability to manage and coordinate the project effectively with City staff. This will also include the ability to train staff in administering the program. (15 points possible)
- Qualifications of project staff, including internal staff and/or staff that may be involved in duties being outsourced. (10 points possible)
- Cost of Services proposed. Fee proposals should outline fees for each discrete element of the classification and compensation study and categories of direct expenses that are not included within the fee proposal and an estimated budget for these expenses. (15 points possible)
- Projected time frame, from beginning to a prompt project completion date. (15 Points possible)
- References. References should be from agencies that are similar to City of Gallatin and projects similar in nature. (10 points possible)

TOTAL POINTS POSSIBLE 100

5.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above. The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983

6.0 Question Submissions

Human Resources Department

Attn: Debbie Johnson

132 West Main Street, Gallatin, TN 37066

Telephone: 615-451-5890

7.0 Proposal Submission

ALL SUBMISSIONS MUST BE SEALED AND CLEARLY MARKED

“Compensation & Benefits Study”

BID DUE DATE: July 21, 2014 at 2:00 pm

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R. Smith Jr.

132 West Main Street, Gallatin, TN 37066

Telephone: 615-451-5899

PRICE SHEET

Project Activity	Fees
Fact Finding	
Job Descriptions – review of job questionnaires, guidance on revision of job descriptions.	
High Level Employee Benefits Review	
Compile Market Data and City vs. Market Comparison – compile market data and compare to Peer Salaries.	
Develop/Update Pay Structure – revise or develop new pay steps/ranges.	
Recommend Pay Adjustments – recommend individual employee pay adjustments; develop cost projections.	
Develop Implementation Plan – develop implementation plan.	
Employee Communications	
Final Report – develop and present final report.	
Total Professional Fees	

Name of Company: _____

Address: _____

Telephone: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____