



**REQUEST
FOR
PROPOSAL**

**COMPENSATION, CLASSIFICATION AND BENEFITS
STUDY SERVICES**

2016

The City of Marshall is soliciting proposals for the herein described services and/or commodities for the purpose defined in this document. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.



COMPENSATION, CLASSIFICATION AND BENEFITS STUDY

PART I: GENERAL INFORMATION

The City of Marshall, Texas (population 24,751) is requesting that a qualified firm conduct a comprehensive job classification, compensation, and benefit study service.

Marshall is a home-rule municipality that functions under a council/manager form of government. The City's fiscal year begins January 1 and has adopted a 2016 operating budget of \$27,950,655.

The City is currently authorized for two hundred thirty-seven (237) regular full-time employees occupying approximately 85 positions. All employees, excluding sworn Police and Fire personnel, are classified as Non-Civil Service.

PART II: PURPOSE OF RFP

The City wants to offer a cost effective, competitive pay structure. To attain this goal, we welcome recommendations for pay structures which are based upon proven success. The study must measure and provide analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based compensation options.

To ensure study validity and applicability, the City requests compensation analysis using similar-sized local municipalities for comparison. To ensure the local labor competitive market is considered, we request that the Consultant recommend comparator cities for consideration.

The following components need to be addressed:

1. Provide salary comparison for approximately 85 full-time positions. An alternate proposal reducing or consolidating the number of positions to be evaluated may also be submitted for consideration.
2. Compare current salary ranges with comparator jobs performing the same or similar functions.
3. Compare actual employee salaries with comparator cities performing the same or similar functions (Management positions that are not part of the salary schedule).
4. Compare pay/step plans/special assignment/certification and/or other additional pay with comparator cities performing the same or similar functions.
5. Compare city-provided comprehensive employee benefits packages with comparator cities.
6. Recommend pay structure features that will provide opportunities for advancement while minimizing salary overlap between levels of responsibility.



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PART III. EXPECTED OUTPUTS

The Consultant will provide the following services:

1. Development of salary schedule(s), or revision of current salary schedule.
2. Assignment of positions to a salary range.
3. Projected Cost Analysis for incumbents whose salary falls below the new minimum of the range, as well as a projected cost analysis for incumbents maintaining their placement in the range.
4. Develop recommendations and implementation process.
5. Develop alternative phased-in implementation based on budget.
6. Any tools that may assist the City of Marshall in maintaining the pay schedules in the future.
7. Presentation of results to City Manager and management team.
8. Presentation of final plan and/or alternatives to City Commission.

PART IV. PROPOSAL REQUIREMENTS

- A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing the work.
- A detailed description of the compensation structure methodology to be used if the consultant has a pre-designed system.
- A proposed timeline to include start and completion dates for the study.
- Experience of the firm in conducting similar studies for governmental entities and other comparable studies.
- Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each.

PART V. CONSULTANT SELECTION CRITERIA

- Qualifications, background and prior experience of the firm and the proposed project team in conducting similar studies, including references.
- Content, technical approach and understanding of the scope of the project.
- Overall project design and methodology.
- Cost as compared with the level of service to be provided.
- Proven ability of the firm to meet work schedules, to communicate and work effectively with government officials, and to complete study in a responsive time frame.



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The City reserves the right to reject any or all proposals, to accept the proposal considered most advantageous to the City and to waive informalities and irregularities in proposals received. The City may request only a portion of the tasks listed to be completed, and the City reserves the right to award the contract task by task.

PART VI. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Questions and Timeframe

Questions concerning the RFP should be e-mailed to Cherilyn Johnston, HR Manager/Civil Service Director, at cjohnston@marshalltexas.net. A copy of all *questions/responses* will be e-mailed to all bidders. To allow adequate time for the City of Marshall to respond to all questions, please submit them no later than 5:00 pm on Thursday, February 11, 2016.

Two hard-copies along with one (1) unbound original of the *written proposal* and supporting materials must be received by the City of Marshall at the following location no later than **10:00 a.m. (CST) on February 17, 2016:**

City of Marshall
Attn: Lisa Agnor, City Manager
401 S. Alamo Blvd.
Marshall, TX 75670.

Bid/Proposal Deliveries: All bids must be clearly addressed to the City Manager's office and include the bid name on the outside of the envelope/package. The City of Marshall cannot guarantee that any bids/proposals sent priority mail will be delivered to the City Manager's Office by the closing date and time. It is recommended that bid/proposal deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. **Bidder shall bear full responsibility for ensuring that the bid/proposal is delivered to the specified location by due date and time.** Late bids will be rejected as non-responsive.

Bids/proposals will be publicly opened and read aloud in the 2nd Floor Conference Room at the address above shortly after the specified time for delivery. Offerors are invited to be present for acknowledgement of proposals. After the official public opening, a period of not less than one week is necessary to evaluate proposals. The amount of time necessary for proposal evaluation may vary and is determined solely by the City. Following City Commission action to award or reject, all proposals submitted are available for public review.