

CITY OF SPRINGFIELD, TENNESSEE
REQUEST FOR PROPOSALS
CLASSIFICATION AND COMPENSATION STUDY

The City of Springfield is soliciting proposals from qualified consultants to conduct a classification and compensation study for City of Springfield employees. The intent of the study is to implement a compensation system that will help retain current employees and attract new employees by providing a manageable and fair classification and compensation plan. The City employs around 250 employees, with 103 classifications plus a city manager.

The City's pay plan currently has 22 levels (pay grades), with 10 steps for each pay grade. There is a 3.4% percent differential between each step in a level.

GENERAL REQUIREMENTS

The Consultant selected will provide the following services, including but not limited to:

1. Prepare and present to City Administration and the Board of Mayor & Aldermen a report documenting the results of the job analysis by classification, along with recommendations concerning a classification structure and pay adjustments.
2. The allocation of each employee in the new classification structure.
3. Identification of benchmark classifications to determine appropriate markets for salary survey purposes, as well as to determine the position of the City regarding comparable jobs in the appropriate markets, i.e. external and internal.
4. A recommended salary structure including the number of pay grades and pay ranges.
5. Recommended salaries for each classification.
6. Provide a classification maintenance plan.
7. Analysis of all classifications and cost factors relating to implementation and maintenance to keep the pay system current.
8. Consultant shall provide:
 - a. Written reports of all findings
 - b. Statistical data, surveys, research materials, and other information used in formulating recommendations
 - c. Defense of all classification and pay recommendations if such recommendations are appealed or legally challenged by employees.
 - d. Guidelines and procedures for administering the resulting classification plan to include the following: initial placement in the salary range and means for movement through the range.
 - e. Availability of consultant to make presentations for various groups as needed or to defend recommendations.

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- f. Training of applicable staff on the methodology and maintenance of the classification and compensation plan.

CONSULTANT REQUIREMENTS

The Consultant shall have at least five (5) years of experience in providing services similar to those described in this Request for Proposal (RFP) for public sector organizations of similar or larger size.

Consultant shall provide references and contact information, along with a summary of the firm's projects of similar scope.

Consultant shall provide biography information for staff members assigned to the classification and compensation study.

Consultant shall provide three (3) copies of the documentation and recommendations report.

The total cost should be identified for each phase of the project. Include any deductions related to prior pay and classification studies of comparable organizations that may be incorporated into this project.

Prior to reviewing job descriptions and interviewing employees, Consultant shall develop communication materials to explain the planned study and describe the process and potential outcome. Consultant shall assist with keeping employees apprised throughout the process.

Consultant will conduct personal interviews and/or field audits.

Consultant shall allocate positions to appropriate classifications based on duties, responsibilities and minimum requirements.

Consultant shall describe the city resources needed to conduct the study, including personnel support.

Upon conclusion of the study, Consultant shall at the appropriate time

- Prepare and present findings and recommendations to city administration
- Present findings and recommendations to Board of Mayor & Aldermen
- Meet with employees regarding recommendations if necessary

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SPECIFICATIONS

Proposals will be received in the office of the Assistant City Manager at Springfield City Hall until 4:00 pm (CDT) on Friday, September 4, 2015.

Proposals shall be signed by an authorized representative of the company. An original and two hard copies of the proposal shall be submitted, as well as one emailed proposal, to:

Gina Holt
Assistant City Manager
City of Springfield, Tennessee
405 North Main Street
Springfield, Tennessee 37172
Email: gholt@springfield-tn.org

Proposals shall be marked "City of Springfield Classification and Compensation Study" upon submittal.

Proposals, modifications or corrections received after the scheduled closing time will not be considered. The City of Springfield is not responsible for delays in delivery by mail, courier, etc. The City of Springfield reserves the right to reject individually or collectively all respondents and accept proposals in full or in part.

Questions regarding any of the terms of this RFP shall be directed to:

Gina Holt
Assistant City Manager
City of Springfield, Tennessee
(615) 382-2200
(615)382-1612 (fax)
gholt@springfield-tn.org

**CITY OF SPRINGFIELD
REQUEST FOR PROPOSAL BID SHEET
CLASSIFICATION AND COMPENSATION STUDY**

We, the undersigned, having carefully examined the proposal documents, do hereby offer to enter into a contract with the City of Springfield for the supply of the above-mentioned services and agree to the conditions in the attached document, at the prices indicated.

Fees for services rendered: _____

Authorized Signature

Name (Print or type)

Title

Company Name

Date

Address

Phone Number

Email

This form must be completed and returned with your proposal.

The City of Springfield is accepting proposals from qualified consultants to develop a classification and compensation plan. Proposals will be received in the office of the Assistant City Manager at City Hall until 4:00 pm on Friday, September 4, 2015. To obtain a copy of the specifications or to address any questions, contact Gina Holt at 615-382-2200.