

# Town of Summerville

200 S. Main Street | Summerville, SC | 29483  
p : 843/851.4201 | f : 843/871.0634

## REQUEST FOR PROPOSALS

Proposal Title: Classification & Compensation Study

Closing Date & Time: Friday, March 24, 2017 – 12:00 PM EST

**THE TOWN OF SUMMERVILLE IS REQUESTING SEALED PROPOSALS FROM QUALIFIED FIRMS TO ENTER INTO A CONTRACT TO PERFORM A COMPENSATION AND CLASSIFICATION STUDY OF ITS EMPLOYEES.**

You are invited to submit a proposal in accordance with the requirements of this solicitation as contained herein. It is requested that your proposal be submitted to the Town of Summerville Administrative Offices no later than date and time stated above at which time respondents to this request will be publicly identified and recorded in the presence of one or more witnesses. Due to the possibility of negotiation with all offerors, the contents of any proposal shall not be divulged at the time of opening and shall not be considered public information until after contract award is made. The proposal must be signed by an official authorized to bind the offeror and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposal. The proposal must be submitted in a sealed envelope showing the above proposal title and closing date/time.

This Request for Proposal (RFP) does not commit the Town of Summerville to award a contract, to pay any cost incurred in the preparation of a proposal or to procure or contract for the articles of goods or services. Town of Summerville reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this proposal if it is in the best interest of the Town to do so.

The RFP document may be picked up from the Town of Summerville Administrative Offices, 200 S. Main Street, Summerville, South Carolina. **Offerors can download the RFP document and any amendments from the Town of Summerville website: [www.summervillesc.gov/rfp](http://www.summervillesc.gov/rfp)**

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**SECTION 1. GENERAL INFORMATION**

- 1.1 Proposal will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal.
- 1.2 A proposal must be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 1.3 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal, and shall be identified as such.
- 1.4 **One (1) clearly identified original and three (3) copies of your proposal are required. (Not to exceed fifty (50) pages, 8 ½ x 11 paper size, single side.)**
- 1.5 The Town of Summerville will receive sealed proposals until the date and time shown. Proposals received after the time set for closing will be returned unopened.

**MAILED/HAND CARRY TO:**

Town of Summerville  
ATTN: Michelle Beltz  
200 S. Main Street  
Summerville, SC 29483

- 1.6 The submitting offeror is required to have printed on the envelope or wrapping of the proposal, the proposal title, the proposal opening date and time, and the offeror's name and address.
- 1.7 The Town of Summerville shall not be responsible for unidentified proposals.
- 1.8 Offerors mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. The Town of Summerville is not responsible for proposals delayed by mail or delivery services of any nature.
- 1.9 Proposals may be withdrawn by offeror prior to, but not after, the time set for the closing.
- 1.10 All entries shall be entered in ink or typewritten, and shall remain firm for a period of not less than one hundred twenty (120) days. Mistakes may be crossed-out and corrections inserted adjacent thereto, and shall be initialed, in ink, by the person signing the proposal.
- 1.11 No documents relating to this procurement will be presented or made otherwise available to any other person, or organization until after award. Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFP that is deemed privileged and confidential by the Offeror will also not be disclosed after the award. Such privileged and confidential information includes information, which, if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All offerors, therefore, must visibly mark as 'CONFIDENTIAL' each specific part of their proposal which such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom Of Information Act and for visibly marking as such each specific part of their Proposal which Offerors deem to be exempt

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and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. The Town of Summerville hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Offerors failure to visibly mark it as "CONFIDENTIAL".

- 1.12 By submitting an offer, Offeror certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Bidder and any subcontractor or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Bidder and any subcontractors or sub-subcontractors. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both". Offeror agrees to include in any contracts with its subcontractors language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontract to comply with the applicable requirements of Title 8, Chapter 14.
- 1.13 **This solicitation does not commit the Town of Summerville to award a contract, to pay any costs incurred in the preparation of a proposal and of any supplementary presentation, or to procure or contract for the articles of goods or services. Town of Summerville reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the Town to do so.**
- 1.14 This contract will be awarded to the Offeror whose proposal is within the competitive range and determined to be in the best interest of the Town of Summerville.
- 1.15 Proposals submitted will be evaluated by a Committee selected by the Town of Summerville. During the evaluation process, the Committee and the Town of Summerville reserve the right, where it may serve the Town of Summerville's best interest, to request additional information from Offerors, or to allow corrections of errors or omissions. At the discretion of the Town of Summerville or the Evaluation Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If more information is needed during the evaluation process, you may be contacted for further clarification.
- 1.16 The Town of Summerville reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Offeror of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Summerville and the firm selected.
- 1.17 Failure to submit all required information may be determined as a nonresponsive proposal.
- 1.18. Each Offeror shall be responsible for reading and being thoroughly familiar with the "Request for Proposal" prior to preparing his/her proposal. The failure or omission of any Offeror to do any of the foregoing shall in no way relieve any Offeror from this obligation in respect to his proposal.

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- 1.19. **AFFIDAVIT OF NON-COLLUSION**: An Affidavit of Non-Collusion contained herein, shall be signed, notarized and attached to and become a part of the proposal. **PROPOSALS SUBMITTED WITHOUT THIS AFFIDAVIT MAY BE REJECTED AS UNRESPONSIVE.**
- 1.20. **AFFIDAVIT OF DELINQUENT TAX**: An Affidavit of Delinquent Tax contained herein, shall be signed, notarized and attached to and become a part of the proposal. **PROPOSALS SUBMITTED WITHOUT THIS AFFIDAVIT MAY BE REJECTED AS UNRESPONSIVE.**
- 1.21. **DRUG FREE WORKPLACE**: Offeror shall comply with the South Carolina Drug-Free Workplace Act, Section 44-107-10 et seq., South Carolina Code of Laws (1976, as amended) and shall file a certification form with the Town of Summerville in accordance with the same. Aforesaid certification form is provided by the Town of Summerville in this Request for Proposal and shall be executed by the Offeror (or, in case of a corporation, by a duly authorized representative of the corporation) and shall be delivered to the Town of Summerville together with the Proposal. **PROPOSALS SUBMITTED WITHOUT THIS AFFIDAVIT MAY BE REJECTED AS UNRESPONSIVE.**
- 1.22. **S.C. LAW CLAUSE**: Offeror must comply with the laws of South Carolina which require that he or she be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Offeror from said requirements, by submission of this signed Proposal, the Offeror agrees to subject himself or herself to the jurisdiction and process of the courts of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State. Offeror must submit adequate proof of such license with the proposal documents. All representations are subject to verification by the Town of Summerville. Any misrepresentation or failure to respond may result in the Proposal being considered non-responsive or in revocation of the Notice of Award. Any costs as a result shall be borne by the Offeror and his respective bond.
- 1.23. **Affirmative Action**: The successful Offeror will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin, or physical disability. Offerors shall comply with Title VI of the Civil Rights Act of 1964.
- 1.24. The Insurance required in shall be written for not less than any limits of liability specified in the Contract Documents (listed below) or required by laws of South Carolina, whichever is greater.

Minimum limits for following types of insurance are required:

- a. Worker's Compensation and Employee's Liability:
  - (1) Worker's Compensation – Statutory
  - (2) Employer's Liability – \$100,000 each occurrence form
- b. Comprehensive Commercial General Liability Policy - \$1,000,000 with \$600,000 Aggregate
- c. Completed Product Policy- \$1,000,000 with \$600,000 Aggregate
- d. Vehicle Insurance– General Limits

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## SECTION 2. PROPOSAL EVALUATION

- 2.1 The evaluation of the proposals will be done by a Committee composed of representatives from the Town of Summerville and other persons deemed necessary for proper evaluation by the Town Administrator.
- 2.2 Firms meeting the requirements of the Request for Proposal will have their proposals evaluated and recognized for both technical qualifications and price. **COST WILL BE ONE OF THE FACTORS IN THE SELECTION.**
- 2.3 The Town of Summerville will select a firm based upon the recommendations of the Committee. It is expected that a firm will be selected no later than April 7, 2017. Following notification of the firm selected, it is expected a contract will be executed between both parties by May 1, 2017. Every Offeror is urged to seek the assistance of independent legal counsel as to any questions about the terms, conditions or provisions contained in this RFP.
- 2.4 **EVALUATION CRITERIA:** The following evaluation criteria will be taken into consideration for purposes of Proposal evaluation. It is the intention of the selection team to select the vendor most capable of providing the required services. The criteria that will be used during the selection process are listed below. The selection team reserves the right to include additional selection criteria as the need arises. Various elements will be weighted higher than others depending on how the elements impact on the total solution.
- 2.4.1 **Compliance with RFP Requirements.** The RFPs will be evaluated for general compliance with instructions/requirements issued in the RFP. Noncompliance with significant instructions may be grounds for RFP disqualification.
- 2.4.2 **Firm Background.** The RFP will be evaluated on the basis of the respondent's background, including the number of years in business, size, and financial stability.
- 2.4.3 **Staff Qualifications.** The RFP will be evaluated on the basis of the respondent's demonstrated management and staff qualifications. Provide only the staff to be assigned the Town of Summerville project with each of their current and projected workload.
- 2.4.4 **Similar Project Experience.** The RFP will be evaluated on the basis of project experience that is of a similar nature and complexity, for clients that are similar in size, location, and type to Town. References – At least three (3) references with the same level of complexity as the Town.
- 2.4.5 **Cost.** Lump Sum Cost proposal must be submitted with time frame to complete the project.

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**SECTION 3. ADDITIONAL INFORMATION**

- 3.1 All proposals and supporting material, including data, material and documentation, originated and prepared for the Town pursuant to this Request for Proposals and including correspondence relating to this Request for Proposals shall, upon delivery to the Town, become property of the Town of Summerville.
- 3.3 Contact with personnel of the Town of Summerville other than those named in this Request for Proposals and those named below may be grounds for elimination from the selection process.
- 3.4 Questions regarding proposals:

Request for interpretation of this RFP and other questions concerning the RFP shall be made in writing and addressed to the Purchasing Agent. The cutoff date for submitting questions is March 10, 2017 at 12:00 pm. Responses to said requests shall be made at the discretion of the Town Administrator. When issued, such interpretations and answers to such questions shall be in the form of an amendment to the RFP. All amendments will be posted on the Town of Summerville website ([www.summerville.sc.gov/rfp](http://www.summerville.sc.gov/rfp)). All such amendments shall become part of the RFP and each Offeror shall be bound by amendments, whether received or not by Offeror. Questions should be sent to:

Michelle Beltz, Purchasing Agent  
Email: [mbeltz@summerville.sc.gov](mailto:mbeltz@summerville.sc.gov)

## SECTION 4. SCOPE OF WORK/SPECIFICATIONS

### 4.1 PURPOSE

The Town of Summerville seeks a full and complete professional evaluation of its complete wage and compensation system structure, programs procedures and related processes, performance evaluations and development of a plan to assure it retains and rewards a high quality workforce.

Each Offeror shall submit in writing a brief discussion of the general approach to the Work, demonstrating the basic understanding of the project and a detailed description of the Work Task, including the overall project schedule that will meet the Town's work and schedule requirements.

### 4.2 ABOUT THE TOWN OF SUMMERVILLE

The Town of Summerville serves an area of approximately 18 square miles with an estimated population of 50,000. The Town of Summerville is governed by a Mayor and a six member Town Council under the Council form of government.

The Town of Summerville provides the following services to its citizens:

- Municipal Court Administration with Part-Time Judges
- Police Department
- Business Licenses
- Code Enforcement
- Building Inspections and Permits
- Maintenance of Roads, Bridges, and Drainage
- Fire & Rescue
- Parks, Playgrounds, and Community Centers
- Garbage and Recycling
- Emergency 911
- Planning & Economic Development

### 4.3 TOWN AS AN EMPLOYER

Employees:	345 full-time, 38 part-time (99 law enforcement of total employees) 383 total employees
Annual General Fund Budget:	\$30,846,689.00
Exempt Employees:	30

### 4.4 AREAS TO BE STUDIED

The study will encompass the following areas:

- A. **Classification Study** – The Town is committed to the development of a fair and objective study that is competitive with the local labor market to include the private and public sector. All proposal submissions, reports, analyses, evaluations, measurements and recommendations must assist the Town in its desire to recruit and retain a competent workforce.
  - a. **JOB AUDIT** – Provide and/or apply a measurement/evaluation tool to determine, verify and validate the tasks and duties performed by all persons in the employment of the Town including full-time and part-

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time hired persons. Personal interview with all department heads and staff shall be conducted to fully define and determine the tasks and duties performed by all the Town's employees.

- b. **CLASSIFICATION DESIGNATION** – Determine, designate and recommend job classification titles that are reflective of the most up-to-date technology and nomenclature used in both the private and public sector workplace today.
- c. **JOB DESCRIPTION** – Develop individual job descriptions that are uniform in format throughout the Town depicting the tasks, duties, education, training experience, skills and abilities necessary to perform in each classification within each department and division of the Town. The job descriptions must include compliance with the American with Disabilities Act (ADA), identifications of appropriate OSHA occupational employment statistical code, FLSA definitions to include clear exempt and non-exempt designation and if exempt, the exemption used. Contractor shall provide the Town with a complete set of uniformed job descriptions at the end of study.
- d. **CLASSIFICATION SYSTEM** – Develop and recommend a point method, ranking, classification or other evaluation or equivalent system, network and organization of classification designations and titles that is cohesive, comprehensive, fully integrated and thorough and which is easily adaptable and flexible to the future dynamic growth and change in technology, practice and procedure of a governmental unit. Develop and recommend a system for the evaluation or re-evaluation of proposed or existing positions in order to maintain a cohesive and fully integrated classification system.
- e. **EMPLOYEE PERFORMANCE APPRAISAL** – Develop and recommend an employee performance appraisal form that will measure and evaluate employee performance consistent with a merit based pay system and the recommended classification system. Evaluation system should include some degree of narrative and not be exclusively number based. Factors to include are:
  - Adaptability and Change
  - Attendance and Punctuality (Reliability)
  - Communication and Cooperation
  - Customer Satisfaction
  - Goal an Objective Setting
  - Initiative
  - Job Knowledge
  - Judgement and Decision Making
  - Organization and Planning Skills
  - Problem-Solving Skills and Results Orientation
  - Productivity and Volume
  - Professionalism
  - Quality
  - Safety
  - Supervision
  - Teamwork and Relationship-Building Skills
  - Technical Skills



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- Time Management

**B. Compensation Study** – The Town is committed to the implementation of a merit based pay system on an employer wide basis. All RFP submissions, reports, analyses, evaluations, measurements and recommendations shall be compatible with the factors listed in the previous section to also include longevity.

a. **COMPENSATION SURVEY** – Conduct a comprehensive survey of the labor market comparable among public and private sector employers within the geographic limits of the Town of Summerville, the region from which an individual may reasonable commute and among comparable county employers with the State of South Carolina. The survey shall include and address total employee compensation, which is to say the cost of providing competitive wages. The criteria, reason and rationale for the selection of comparable must be clearly articulated.

- i. Survey of all employers shall be for the current year or approved annual budget scheduled to take effect within the year.
- ii. The pay plan developed must sustain the Town for at least four (4) years.
- iii. Each employee must be placed in the recommended salary range at a rate of pay deemed most appropriate by the Consultant, giving consideration to their current salary in the range, longevity, and salary comparisons as guidelines. The Town's intention to implement a pay-for-performance plan should be taken into consideration.
- iv. Surveys should analyze the following:
  - Incentive plans for achievement of certain licenses, certifications, educational levels, etc.
  - Current practice of paying for uniforms
  - Pay for Performance: Guidelines and Success
  - Longevity pay of compensation for years of service
  - Total calendar year 2017 payroll of all full-time employees
  - Percentage of total salaries of employees in relationship to the percentage of total operating budget
  - Employee Performance Appraisal Instrument/Document

b. **COMPENSATION PLAN** – Develop and recommend an equitable compensation plan and system that is cohesive, comprehensive, fully integrated and thorough and which is easily adaptable and flexible to the future dynamic growth and change in technology, practice and procedure of a governmental unit.

c. **COMPENSATION PLAN MAINTENANCE** – Develop and recommend a detailed plan for the administration and maintenance of the plan as a Plan Administration and Maintenance Policy. The Plan Administration and Maintenance Policy should include the method for determining merit increases, merit pay, annual across-

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the-board plan adjustment, promotion adjustment, demotion adjustment, severance pay, educational recognition, and equity adjustment.

C. **Benefits Study** – Benefit Survey as a part of the total compensation plan. Surveys of all employers shall be for the current benefit plan year of approved benefit plan changes in the future and should analyze the following:

- General outline of health insurance coverage provided to employees and any employee contribution toward the cost of the premiums
- Health insurance and benefits for retirees
- Wellness Plan
- Additional Life Insurance coverage
- Sick and vacation leave accruals and cap
- Civil leave
- Funeral leave
- Paid holidays
- Longevity awards
- Vehicle privileges
- Digital equipment privileges
- Estimated total cost of benefits as a percentage of total payroll
- Training and professional development opportunities

4.5 FINAL PRODUCT

4.5.1 *Progress Reports*

Develop and present periodic status reports to the assigned Town staff on progress within project timelines. Define the interval at which you will provide progress reports, with the understanding that the contractual payment schedule will in part be tied to these reports.

4.5.2 *Final Report*

- a. The Final Report shall include an implementation plan and associated costs or savings of implementing recommendations.
- b. The Final Report shall include an alternative implementation plan reducing or spreading costs.
- c. The Final Report shall be delivered in multiple hard copies, as well as electronically.
- d. Provide a First Draft version of the Final Report with detailed recommendations that will be reviewed with the Human Resources Department to ensure no major misunderstandings or misrepresentations have occurred.
- e. Provide a Second Draft version of the Final Report with detailed recommendations that will be reviewed by the Human Resources Department and the Town Administrator to ensure all comments have been addressed.

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- f. The Final Report with detailed recommendations may be formally presented to Town Council by the consultant and HR staff.
  
- 4.5.3 Transmit reports and all associated data electronically, as well as in hard copy. Data compatibility with the Human Resource Information System (HRIS) is required.
  
- 4.5.4 Develop communication plan and presentation materials for Town of Summerville Government to present suggested results of Structural Compensation Study and any recommended changes to all employees.
  
- 4.5.5 Conduct training/education presentations necessary to develop understanding and commitment to the structural compensation system among managers and senior management staff.
  
- 4.5.6 Tool kit for Human Resources: provide the necessary tools to Human Resources in order to follow up on any implementation of recommendations.

## SECTION 5. REQUIREMENTS OF THE REQUEST FOR PROPOSAL RESPONSE

### 5.1 APPROACH/TIMELINE

Proposals should describe the approach to be taken in completing the Structural Compensation System study.

- a. Describe how you will organize the project and how you will assign primary and secondary personnel to accomplish the work elements.
- b. Provide an implementation plan, including all milestones and critical path items.
- c. Describe your ability to meet time constraints and/or deadlines.
- d. Provide an estimated project/milestone timeline.
- e. List or describe any reports, data or information you will need to complete the study requirements.
- f. List all Town staff support requirements and expectations.
- g. Describe your approach in meeting staff, conducting interviews, and administering surveys and/or questionnaires.

### 5.2 FIRM'S COMPOSITION & QUALIFICATIONS

- a. Provide a detailed description of your firm's size, organization, staffing and geographic ability to staff this study.
- b. Provide the history/background of the firm and past related experience.
- c. Provide an outline of the specific area of expertise and description of previous and/or current studies.
- d. Provide a list of key personnel to be assigned to this project, their titles, qualifications, and primary responsibilities on this project. Provide a detailed backup staffing plan if assigned personnel are unavailable.
- e. Provide at least three references of former or current clients from the past five years, with whom your firm has worked on similar projects. Provide detailed contact names, telephone numbers, brief description of the services provided, dates services performed, and any other pertinent information and reference materials.
- f. Provide financial statements from the past three years.

### 5.3 COST

Proposals shall include all costs, labor, materials, supplies, transportation, travel, lodging, telephone, taxes, insurance and any other costs, incidental or otherwise, for providing the required specified services.

*Ongoing Support:* The Town may request services after the completion of salary study for ongoing support for salary classification for new positions, assistance in creation of new job positions as they occur, as well as reclassification of positions when requested.

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## SECTION 6. FORMAT OF THE REQUEST FOR PROPOSAL RESPONSE

- 6.1 All proposals should be complete and carefully worded and must convey all of the information requested by the Town. Proposals should be prepared simply and economically. All data, materials and documentation shall be available in a clear, concise form (**not to exceed fifty (50) pages, 8 ½ x 11 paper size, single side**) and reproducible upon request “at cost” for the Town’s internal use. Each copy of the proposal should be bound in a single volume where practical.
- 6.2 The response to this request for proposals should be formatted in the following manner to permit the Town of Summerville to obtain the maximum degree of comparability:
- 6.2.1 Title page. Identify the proposal subject, proposal number, the name of the proposer’s firm, firm address, telephone number, name of contact person and the date of submission.
- 6.2.2 Table of contents. Itemize clearly and completely all the material submitted by topic, section, and location.
- 6.2.3 Transmittal letter. A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that a proposal is a firm and irrevocable offer for 120 days.
- 6.2.4 Technical proposal. The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost proposal). Any additional data may be presented as the Offeror wishes, however, the criteria against which the proposals will be evaluated is presented within the request for proposals.
- 6.2.5 Cost proposal. The sum cost proposal submitted must be all-inclusive maximum prices that contain all direct and indirect costs, including out-of-pocket expenses, to complete the study as specified in this request for proposal.

The lump sum cost proposal must be in the following format:

- Name of firm
- Certification that the person signing the proposal is entitled to represent the firm, must be a Certified Compensation Professional
- Total all-inclusive maximum prices as required above
- Rates by partner, specialist, supervisory and staff level times hours anticipated for each
- Rates for additional professional services should it become necessary for the Town of Summerville to request the Offeror to render any additional service to supplement the services requested in this RFP

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**SECTION 7. TRANSMITTAL AND AGREEMENT**

The Bidder acknowledges the following Addenda have been received and incorporated into this Request for Proposal; Classification & Compensation Study:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_, Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_, Signature \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_, Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

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**REFERENCES**

As per the Specifications Section, list below at least three (3) client/customer references including company name, address, contact person, telephone number, email address and length of time to complete services. (Note: only list those client/customers in which a similar type of scope of work/ similar size entity.)

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person/Email Address: \_\_\_\_\_  
Length of time to complete services provided: \_\_\_\_\_

2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person/Email Address: \_\_\_\_\_  
Length of time to complete services provided: \_\_\_\_\_

3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_  
Contact Person/Email Address: \_\_\_\_\_  
Length of time to complete services provided: \_\_\_\_\_

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ATTACHMENT #1

NONCOLLUSION AFFIDAVIT OF OFFEROR

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is \_\_\_\_\_ (owner, partner, officer, representative or agent) of \_\_\_\_\_, the Offeror that has submitted the attached Proposal:
- (2) He is fully informed regarding the preparation and contents of the attached Proposal and of all pertinent circumstances regarding such Proposals:
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Offeror nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Offeror, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from quoting in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Offeror, firm or person to fix the price or prices in the attached Proposal or of any other Offeror, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Offeror or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Summerville, South Carolina, or any person interested in the proposed contract; and
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Offeror or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_



TOWN OF SUMMERVILLE, SOUTH CAROLINA  
REQUEST FOR PROPOSALS  
CLASSIFICATION & COMPENSATION STUDY

ATTACHMENT #2

DELINQUENT TAX AFFIDAVIT

Please note the Finance Department shall verify that all taxes have been paid to the Town by vendors with which they intend to do business. If you owe delinquent taxes your Proposal may be disqualified from consideration.

**IS YOUR BUSINESS DELINQUENT IN PAYING ANY TAXES OWED TO THE TOWN OF SUMMERVILLE? \_\_\_\_\_ (YES OR NO).**

OFFEROR SIGNATURE: \_\_\_\_\_

OFFEROR NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public My Commission Expires \_\_\_\_\_

**TOWN OF SUMMERVILLE, SOUTH CAROLINA  
REQUEST FOR PROPOSALS  
CLASSIFICATION & COMPENSATION STUDY**

**ATTACHMENT #3**

**TOWN OF SUMMERVILLE  
DRUG-FREE WORKPLACE CERTIFICATION FORM**

(CONTRACTOR/VENDOR OTHER THAN INDIVIDUALS)

This certification is required by the Drug-Free Workplace Act, Section 44-107-10 et seq. South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award that they will maintain a drug-free workplace as defined below. The certification set out below is a material requirement of fact upon which reliance will be placed when determining the award of a Contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of Contract, or suspension or debarment from the right to submit bids or proposals for Town of Summerville projects.

For purposes of this Certification "Drug-Free Workplace" is defined as set forth in Section 44-107-20 (1), South Carolina Code of Law (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor's/Vendor's duties under the Contract. Contractor's/Vendor's employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-Free Workplace Act.

By signing this document the Contractor/Vendor hereby certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's/Vendor's workplace and specifying the actions that will be taken against employees for violation of the prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - 2.1. The damages of drug abuse in the workplace;
  - 2.2. The Contractor's/Vendor's policy of maintaining a drug-free workplace;
  - 2.3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 2.4. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph #1 above;

**TOWN OF SUMMERVILLE, SOUTH CAROLINA  
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4. Notifying the employee in the statement required by paragraph #1 that, as a condition of employment under the Contract, the employee will:
  - 4.1. Abide by the terms of the statement; and
  - 4.2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Notifying the using agency within ten (10) days after receiving notice under subparagraph #4-b, from an employee or otherwise receiving actual notice of the conviction.
6. Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph #4-b with respect to any employee who is convicted:
  - 6.1. Taking appropriate personnel action against the employee up to and including termination; or
  - 6.2. Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph #1, 2, 3, 4, 5, and 6 above.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ATTEST: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_