

REQUEST FOR PROPOSALS

CITY OF CONROE RFP # 423-2018

**CONSULTING SERVICES
REVIEW AND UPDATE OF CLASSIFICATION
AND COMPENSATION SYSTEM**



June, 2018

NOTICE FOR PROPOSALS

The City of Conroe will be accepting proposals (One Original and Two full copies and one electronic copy) from respondents capable of entering into an agreement to conduct a review and update the classification and compensation system for the City of Conroe. The envelope should be sealed and appropriately marked "**RFP 423-2018 - Consulting Services Review And Update Of Classification And Compensation System**" for the City of Conroe" and delivered to City of Conroe - City Hall, City Secretary's Office, 3rd Floor, 300 West Davis, Conroe Texas 77301. RFP's will be publicly opened and the names of the Proposer's will be read on **Thursday, June 7, 2018** at **2:00 p.m.** RFP's not delivered by this time will be returned unopened.

Questions regarding this RFP may be directed to Kristina Colville, Purchasing Manager at kcolville@cityofconroe.org not less than four business days prior to the proposal due date. All questions must be submitted in writing. Telephone inquiries will not be considered. To receive RFP packets you may download the packet on-line at www.cityofconroe.org, with instructions for Vendor Registry on the Purchasing page. Copies of all questions and answers, and any addenda to supplement the RFP, will be published on the website above no later than three days prior to the opening due date.

No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. The City of Conroe reserves the right to reject any and all statements and to award this request for proposals to the proposer that offers the best value to the City, taking certain evaluation factors into consideration as set forth in this RFP.

CC:

5/19/18 & 5/29/18

CITY OF CONROE

1. PREPARATION OF RFPS:

Unless otherwise directed in the Notice to Bidders, submit proposals *in quadruplicate* on the prescribed forms or copies thereof, in a sealed envelope marked "**RFP # 423-2018 REVIEW AND UPDATE OF CLASSIFICATION AND COMPENSATION SYSTEM**". Prepare proposals in accordance with the requirements of the Notice to Bidders, and any instructions on the Proposal or Bid Sheet.

2. SUBMISSION OF BIDS:

Four (4), one original, two hard copies and one electronic copy of each proposal shall be submitted to the address below by the time and date set forth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: Thursday June 7, 2018 @ 2:00 PM

Mail: City of Conroe

Physical: City of Conroe

Soco Gorjon, City Secretary

Soco Gorjon, City Secretary

P.O. Box 3066

300 W. Davis

Conroe, TX. 77305

Conroe, TX. 77301

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Andre Houser, HR Director, ahouser@cityofconroe.org.

3. PROPOSAL SELECTION AND AWARD

3.1 Proposal Scoring and Selection

The purpose of the proposal is to demonstrate the firm's qualifications, competence, capability and capacity to meet the City's requirements.

The City may use a "best value" selection process, which is based on a combination of cost and qualitative considerations. The qualitative considerations may include, but are not limited to: experience, qualifications and quality of the Offeror's services; reputation of Offeror; financial resources; and any relevant criteria specifically listed in the RFP.

An evaluation committee, which will include members of the City Management Team, will review the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received. Interviews may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of contract.

The City of Conroe reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFP constitutes understanding and agreement to methods of evaluation and selection.

3.2 Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

FACTOR	WEIGHT
Quality, adequacy and organization of the proposal	20%
Experience of the firm in conducting similar studies for governmental agencies	30%
Content, technical approach and understanding of the scope of this project	30%
Proposed time line	10%
Associated costs identified for each phase of the study	10%

3.3 Right to Reject Proposals and Negotiate Contract Terms

The City of Conroe reserves the right to reject any and all proposals. The City of Conroe reserves the right to waive or modify any irregularities in proposals received after prior notification to the vendor. The City of Conroe reserves the right to negotiate the terms of the contract with the selected Proposer prior to entering into a contract. The City of Conroe reserves the right to negotiate with the selected Proposer to include further services not identified in this RFP. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, City of Conroe may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

All submittals will follow bid procedures as set forth with the City of Conroe, Texas and bid standards as set forth with the State of Texas

4. **INTERVIEWS**

After written proposals are received and initially evaluated, the Owner may require one or more of the Candidates to provide an oral presentation as a supplement to their statements. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

5. **BIDDERS:**

Bidders desiring Purchasing information or interpretation must request such information or interpretation from the Purchasing Department. Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No explanation or interpretation other than an addendum issued by the City will be considered official or binding.

6. **COMMUNICATIONS:**

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

7. **RESTRICTIONS ON LOBBYING ACTIVITY:**

Respondents are prohibited from directly or indirectly communications with City Council members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Proposal. Respondents are prohibited from contacting City staff members regarding their qualifications or the award of a contract unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the respondent from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Purchasing Manager for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding the Request for Proposal or the award of a contract are prohibited and will constitute grounds for disqualification of a proponent. A lobbyist or a proponent or any other agents may not do any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or proponent.

8. DEFAULT:

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

9. DELIVERY OF PROPOSALS:

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

10. MATERIALS AND SERVICES:

The Bidder warrants that services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications which apply to items in the bid.

11. CONDITIONS OF CONDUCT:

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

12. INDEMNIFICATION:

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

13. ETHICAL STANDARD:

No City official or employee shall have interest in any contract resulting from this Bid. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form. Refer to Project number "423-2018" on the 1295 form. Example forms are included with this RFP.

- 1295 certificate of Interested Parties
- Conflict of Interest Questionnaire
- HB 89 Verification Form
- SB 252 Verification Form

The four forms stated above MUST be returned as part of your RFP response. Failure to include these forms may result in your RFP being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the RFP. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

14. INSURANCE REQUIREMENTS:

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed.

	COVERAGE	LIMITS
A.	Worker's Compensation	- As required by Texas Law
B.	Employer's Liability	- \$ 500,000 each occurrence
C.	Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D.	Public Liability (Property damage)	- \$1,000,000 combined single limit
E.	Automobile Liability (Bodily injury)	- \$ 200,000 each person
F.	Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

15. INDEPENDENT CONTRACTOR RELATIONSHIP:

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

16. EQUAL EMPLOYMENT OPPORTUNITY:

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

17. SALES TAX:

Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

18. PUBLIC INFORMATION NOTIFICATION:

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFP to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFP information. Should any part or section be considered by the Respondents to be "proprietary" or "confidential" in nature, each page or section should be designated as "proprietary" or "confidential". Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office should it be required.

19. FUNDING OUT:

The State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Should, during the term of this contract, funds be withdrawn by the funding authority, a Force Majeure shall be deemed to exist, and this contract may be terminated without penalty or recourse by either party.

20. OFFER AND CERTIFICATIONS:

20.1 Submission of a proposal constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the proposal.

- 20.2** By submitting a proposal the proponent certified that Proponent is not debarred or excluded from bidding by any federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.
- 20.3** By submitting a proposal, each proponent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

21. PROPOSAL AGREEMENTS AND CERTIFICATION

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

 (Company Name)

 (Street Address / P.O. Box)

 (City / State / Zip Code)

 (Phone)

 (Name of Authorized Agent – Printed)

 (Authorized Agent Signature)

 (Date)

 (E-Mail Address)

1. GENERAL INFORMATION:

1.1 Introduction

The City of Conroe, located 40 miles north of Houston, is the county seat of Montgomery County. The present population of Conroe is approximately 82,200. The current budget authorizes 567 full-time, regular employees and approximately 250 part time employees who are assigned to approximately 150 full-time classifications and 25 part time classifications in 12 departments.

1.2 Background

The City of Conroe desires to maintain a pay system that is equitable, both internally and externally. The compensation plan is used internally to reward employee performance for purposes of employee retention and externally to attract qualified employees.

The existing plan was adopted in 2012 and has been adjusted on several occasions to address internal and external equities. Currently classifications are assigned to either the Exempt, Non-Exempt, Police, Fire, or Part-time schedules.

1.3 Objectives

The City of Conroe is seeking a qualified and competent provider of consulting services to conduct a comprehensive review and update of the classification and compensation system.

Services required will include:

- Update and/or rewrite the city's job descriptions as necessary.
- Review the city's current classification/compensation plan.
- Survey management and identify problem areas regarding class/comp system
- Conduct salary survey to ensure external equity through benchmark jobs and specific positions.
- Review salary structure to determine appropriateness.
- Technical assistance to and training of City staff to facilitate the implementation and maintenance of the recommended systems and procedures.

1.4 Scope of Services

The City of Conroe is seeking a qualified and highly experienced consultant with proven capability in the audit, design, and implementation of a comprehensive classification and compensation plan. The scope of this project includes three major components: (1) Review and update and/or rewrite of all city job descriptions; (2) Working with a City management team to revise the existing pay plan and structures; (3) Evaluating current salary structure and compensation levels for all regular, classified positions and recommending appropriate adjustments.

All work will be completed with regular involvement of the City's Director of Human Resources or designee, the City Administrator and members of a task force established for the purpose of this project.

Update of Job Descriptions

- Completion of job analysis questionnaires
- Update of job descriptions
- Approval of job descriptions by management

Procedures, policies and pay structures:

- Review of organization and background material
- Briefing of City management and staff
- Completion of job analysis questionnaires
- Update of job descriptions
- Identification of benchmark positions
- Assignment of positions to job classes
- Implementation and maintenance manual
- Training for key staff members

The compensation phase of the study should include the following:

- Selection of a labor market
- Identification of benchmark classes
- Internal and external equity analysis and recommendations
- Complete total compensation survey
- Recommendation on means to address salary compression
- Implementation and maintenance manual
- Brief City employees
- City Council presentation

1.5 Proposed Schedule

May 19, 2018	Release of RFP
June 7, 2018	Submission and opening of proposals due at 2:00 p.m.
June 21, 2018	Proposal awarded at regular meeting of City Council

2. PROPOSAL ORGANIZATION AND FORMAT:

Proposal should be submitted on 8.5 by 11-inch paper, bound securely. Submissions must contain, and be organized as shown below. Each section should be separated by tabs.

An original and three copies of the proposal must be submitted and must contain the following information:

- Cover clearly displaying the title of the RFP
- Introductory letter, to include name and contact information for the primary City contact with the firm
- A description of corporate qualifications and history of the firm
- Complete description of the study work plan and methodology including study objectives, end-products, processes, steps and procedures.
- References - client list of municipalities or other local governments for which the firm has performed classification/compensation studies
- Project timing and cost. Consultant must provide a proposal with the maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. Optional items should be priced separately from this Request for Proposal
- Any additional information which the proposer feels is appropriate