



Request for Qualifications Compensation Study

MARSHALL COUNTY GOVERNMENT

2205 COURTHOUSE ANNEX, LEWISBURG, TN 37091

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REQUEST FOR QUALIFICATIONS

Marshall County Government is seeking **Request for Qualifications** from qualified human resources consulting providers for a review of the County's current Pay Plan Policy and Salary Schedule which were adopted in 2018. The plan covers approximately 250 employees and includes 15 Salary Grades. There are currently 100 job descriptions.

SCHEDULE:

- Request for Qualifications must be submitted to the Marshall County Office of Accounts and Budgets by **2:00 pm (Central Time) on November 5, 2021. RFQs should be sealed and mailed, or hand delivered to the Office of Accounts and Budgets, c/o Robin Bates, 2205 Courthouse Annex, Lewisburg, TN 37091.**
- Interviews with qualified firms will be completed by **Friday, November 12, 2021.**
- Selected firm will be announced by **Friday, November 19, 2021.**

FEE:

Marshall County Government will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, Marshall County Government reserves the right to negotiate with the next qualified firm(s) until a contract can be reached by November 30, 2021. The successful contractor will be required to enter into an agreement for professional services with Marshall County Government. Each respondent submitting a Request for Qualifications will be notified of Marshall County Government's decision.

STATEMENT OF SCOPE:

The purpose of this Request for Qualifications is to identify a qualified firm to conduct a Compensation Study that would address the County's current pay rates, including starting pay rates and the lack of a means available for in-grade pay adjustments. Current policies do not allow for pay increases based on additional education or training. For an employee to see a significant increase in pay, they must be promoted to an approved and available position in a higher grade. The qualified firm will address the County's objectives by completing an initial review and analysis; recommending and providing implementation strategies; and meeting with County Officials, Budget Committee members, Directors and Supervisors, and other staff as necessary.

The County's objectives are to:

- Attract and retain qualified employees;
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified similarly;
- Provide justifiable pay differential between positions;
- Clearly outline a recognizable compensation growth process for current employees; and
- Maintain a competitive position with surrounding counties.

1. Initial Review and Analysis

a) Job Descriptions:

- Review current job descriptions to assess accuracy of current job duties and salary grade for each position.

b) Current Pay Plan and Policies Review:

- Determine if positions are properly graded for today's competitive market and to identify any extreme compensation inequities.
- Develop an internal process for in-grade pay adjustments for current employees.
- Develop guidelines to determine the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.

2. Implementation:

- Consultant to make recommendations and to provide implementation strategies.
- Consultant will develop a communication plan regarding the compensation study to inform and educate

stakeholders including periodic updates and direction.

- Consultant to provide final report of recommendations for a pay plan that supports stated objectives and a provides a foundation and path for ensuring equitable compensation in the future.

3. Informational Meetings:

- a) Consultant to schedule an initial meeting with County Mayor, Director of Accounts & Budget, and Human Resources Director to discuss the process and tasks to be performed in the study and the anticipated time required of key personnel.
- b) Consultant to meet with County officials/supervisors to explain the study, review job descriptions, and explain process to be used.
- c) Consultant to provide frequent updates on the progress of the work to the County Mayor, Director of Accounts & Budget, Human Resources Director, and Budget Committee as needed.

SUBMITTAL SUMMARY:

The following items must be included in the submittal for review.

1. Cover Letter describing what makes your firm uniquely qualified for this project, along with three (3) references (preferably government entities).
2. Section 1 – A brief summary of your organization including size and structure.
3. Section 2 – Qualifications, background, and experience of project staff.
4. Section 3 – Describe your firm’s approach for this project including procedures to be used to gather data/information, analyze findings, and develop recommendations as requested.
5. Section 4 - Provide a detailed breakdown and description of specific steps, services, and products that will be provided. Describe how the final product will be structured and presented upon completion.
6. Section 5 – Provide a timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as the contract is awarded.

REJECTION OF SUBMITTALS:

Marshall County Government reserves the right in its sole discretion to reject any or all submittals, in whole or part, without incurring any cost or liability whatsoever. All submissions will be reviewed for completeness and a RFQ may be rejected if it fails to meet stated requirements or if it is incomplete or contains irregularities.

COMPLIANCE WITH ALL APPLICABLE LAWS:

Any contractor must contractually agree and certify it will comply with all applicable federal, state, and local laws and regulations. Any contractor must contractually agree to include the following Title VI Non-Discrimination provision of this clause in any and all subcontracts to perform work under the agreement.

Marshall County Government ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, sex, or national origin. Any person who believes he or she has been discriminated against should contact the Marshall County Title VI Coordinator.

ENCLOSURES:

A copy of the current Marshall County Government Compensation Plan Policy and Salary Schedule are enclosed.

QUESTIONS:

Please contact Robin Bates Director of Accounts and Budgets – rbates@marshallcountyttn.com 931-359-2300.