

LAPEER COUNTY REQUEST FOR PROPOSALS



Comprehensive Job Evaluation, Analysis, Classification, and Compensation Study

ISSUE DATE: October 22, 2021



LAPEER COUNTY REQUEST FOR PROPOSALS

Lapeer County is accepting proposals from experienced and knowledgeable individuals/contractors for the development of a comprehensive job evaluation, analysis, classification and compensation study for all Lapeer County employment classifications, including Non-Represented and Collective Bargaining Agreement employees as well as Trial Court employees.

I. INTRODUCTION

1.1 Purpose

Lapeer County, hereafter called “County,” initiated this Request for Proposals (RFP) to solicit proposals from experienced and knowledgeable individuals/contractors interested in the development of a comprehensive job analysis and compensation study.

1.2 Background

Lapeer County is located in Michigan’s Thumb Region with a population of eighty eight thousand six hundred nineteen (88,619) and an annual average of four hundred thirty (430) persons on payroll. There are eighteen townships, two cities, and six villages within the boundaries of Lapeer County. The County has retained much of its rural character, although more and more urbanizing influences can be seen, primarily south of Lapeer. Due to its close proximity to Oakland County and regional access provided by I-69, M-90, M-24, and M-53, growth in Lapeer County is expected to continue at a moderate pace.

There are eleven (11) bargaining units in the County: 911 Dispatch, 911 Dispatch Supervisors, Command Unit, Community Mental Health, Corrections Officers, Corrections Sergeants, Deputies, District Court, Friend of the Court, General Unit, and Health Department. Services provided by the County include the normal array of services. They include, but are not limited to: County Clerk, County Treasurer, County Register of Deeds, County Drain Office, County Prosecutor, Trial Court, (Circuit, Probate, Family and District), Sheriff’s Office, Road Patrol, Jail, Equalization, Community Mental Health, Building and Grounds, Parks and Recreation, Veteran Affairs. The amended general fund budget for Fiscal Year 2022 is \$22.2 million.

The current pay levels and wage schedule was developed nearly twenty (20) years ago. Presently, many of the current job descriptions are out of date.

The County offers a comprehensive benefit package which includes medical, pharmacy, vision, and dental insurances. Life insurance is also offered. The County participates with the Municipal Employees Retirement System of Michigan for all employee groups. The County offers a defined benefit retirement package. Paid time off for employees is dependent upon date of hire, full-time/part-time status, representation, and bargaining agreements.

1.3 Objective

The primary objective of the work resulting from this RFP is a comprehensive job evaluation, analysis, classification, and compensation study for all job classifications and descriptions. This is to include developing a proposed wage structure for all job classifications based on market compensation data and to evaluate the financial impact of that proposed wage structure.

1.4 Minimum Qualifications

Proposals will be accepted from individuals/contractor who:

1. Are licensed to do business in the State of Michigan.
2. Possess necessary certifications and qualifications to perform the work proposed.
3. Must have on staff, a key person(nel) that will be assigned to the County with at least five (5) years of experience in providing assistance in job evaluation and analysis, and collection and analysis of wage and salary data for the development of an overall compensation plan for employers; and Proposer or its subcontractor must have on staff, a key person(nel) that will be assigned to the County that has completed at least three (3) job evaluation and analysis projects of a similar scope within the public sector. References from at least three (3) municipal clients for which services were rendered.

Individuals or contractors that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1.5 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Lapeer County Board of Commissioners.

1.6 Period of Performance

The period of performance of any contract resulting from this RFP will be negotiated upon award of a contract.

II. GENERAL INFORMATION FOR CONTRACTORS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFP shall be with the Project Administrator, as follows:

Quentin Bishop
Lapeer County Administrator/Controller
255 Clay Street
Lapeer, MI 48466

Telephone: (810) 667-0366
E-mail: qbishop@lapeercounty.org

Prospective proposers are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective proposer.

2.2 Estimated Schedule of Procurement Activities

Issue request for proposals	October 22, 2021
Optional pre-proposal meeting via Zoom.	November 3, 2021
Proposals due	November 24, 2021

An optional pre-proposal meeting will be held via Zoom November 3, 2021. Request for video conference is responsibility of the proposer.

2.3 Submission of Proposals

Responding agencies are required to submit five (5) copies of their proposal. One (1) copy must have original signatures and the other copies can have photocopied signatures. Response to this Request for Proposal, whether mailed or hand delivered, must arrive at the County Administration Office no later than 4:00PM EST, on November 24, 2021.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope submitted should be clearly marked JOB ANALYSIS AND COMPENSATION STUDY and addressed to the attention of the Project Administrator.

Proposers who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service. ***Proposals may NOT be transmitted using electronic media.***

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Lapeer County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Lapeer County. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective proposers known to the County. For this purpose, the published questions, answers, and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective proposers.

The County reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposers must provide ninety (90) days for acceptance by County from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The County also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the respondent can propose. The County does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate the Respondent's entire proposal or a portion of the proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the County.

2.9 Costs of Proposal

The County will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Lapeer County Board of Commissioners to award a contract for services specified herein.

2.11 Rejection of Proposals

The County reserves the right at its sole discretion and without penalty to reject any and all proposals received and to not issue a contract as a result of this RFP.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Board of Commissioners or its delegate(s) are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director of a corporation, the Managing Partner of a partnership, or the Proprietor of a sole proprietorship.

III. PROPOSAL CONTENT

Proposals must be submitted on eight and one-half by eleven (8½ x 11) inch paper, typed in Times New Roman twelve (12) point font, and separated into five (5) major sections. The five (5) major sections shall include:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A of this RFP).
2. Comprehensive Job Evaluation, Analysis, Classification, and Compensation Study
3. References
4. Related Information
5. Cost Proposal

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Respondent in preparing a thorough response.

3.1 Letter of Submittal

Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Respondent and any proposed subcontractors:

1. Names, addresses, telephone numbers, e-mail addresses, and fax numbers of legal entity or individual with whom contract would be written.

2. Name, address, and telephone number of each principal officer(s) (President, Vice President, and Treasurer).
3. Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number.
5. Location of the facility from which the Respondent would operate.
6. Identify any Lapeer County employees or former County employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Respondent's organization. If following a review of this information, it is determined by the County that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

3.2 Specifications

Through this Request for Proposals, Lapeer County (County) hereby invites businesses that meet the qualifications set forth herein to submit proposals for conducting a comprehensive job evaluation, analysis, classification, and compensation study for all job classifications and descriptions, including all five (11) bargaining units. This is to include developing a proposed wage structure for all job classifications based on market compensation data and to evaluate the financial impact of that proposed wage structure. The County employs an average of (430) total individuals and more than one hundred twenty (120) different job classifications at multiple locations. The successful Proposer will assist the County in developing a hierarchy of jobs, with distinctions among job levels based on minimum qualifications and basic job skills/competencies. The jobs within each group should fall within the same pay range or levels and require similar education levels and skill sets.

The County anticipates that this project will accomplish the following goals:

1. Result in fewer separate job descriptions and job levels;
2. Create an objective methodology to assign jobs to the designated levels;
3. Ensure competitive rates for job levels;
4. Develop current and functional job descriptions.

3.3 Scope of Work

The successful Respondent (Contractor) will be required to perform assessment and consulting services for a comprehensive classification and compensation study of the entire County workforce, including, but not limited to, the following:

- a) Provide all labor, materials, equipment, and other expenses for the purpose of performing the required services.
- b) Meet with the County to determine project objectives, including review of current Classification and Compensation Administrative Guidelines including comparables.
- c) Collect job data for all job descriptions.

- d) Develop a hierarchy of jobs, with distinctions among job levels based on minimum qualifications and job skills/competencies, as well as the essential functions of the positions. The jobs within each group should fall within the same pay range or levels and require similar education levels and skill sets. Vendor must be mindful of compression between non-union positions and subordinate union positions, including the impact with Act 312.
- e) Develop current and functional job descriptions for all positions.
- f) Identify benchmark jobs and collect market data using a validated process.
- g) Develop a proposed new wage schedule, including the financial impact of any changes.
- h) Develop strategies for maintaining new systems and for addressing reclassification situations.
- i) Make recommendations for strategies to implement changes into proposed wage structure.
- j) Assist the County as needed in communicating proposed wage structure changes, as well as, with developing guidelines and updates to policies.
- k) Provide additional feedback or follow-up to the County if further modifications are necessary.
- l) Vendor must submit a proposed project timeline with proposal submission.

3.4 References

List names, addresses, telephone numbers, e-mail addresses, of three references for whom similar work has been accomplished and briefly describe the type of service provided. The Respondent must grant permission to the County to contact the references. Do not include current Lapeer County staff as references.

3.5 Related Information

1. If the Respondent or any subcontractor contracted with Lapeer County during the past twenty-four (24) months, provide a project description and/or other information available to identify the contract.
2. If the Respondent's staff or subcontractor's staff was an employee of Lapeer County during the past twenty-four (24) months, or is currently an Lapeer County employee, identify the individual by name, the department previously or currently employed by, job title or position held and separation date if applicable.
3. If the Respondent has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Respondent in the past five years, so indicate.

3.6 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the Respondent whose proposal best meets the requirements of this RFP.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Respondent is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract.

Costs for subcontractors are to be broken out separately.

IV. EVALUATION AND CONTRACT AWARD

4.1 Evaluation Procedure

This document is a Request for Proposal. It differs from a Request for Proposal/Quote in that the County is seeking a solution not a bid/quote for the lowest price. As such, the lowest price proposal will not guarantee an award. Proposals will be evaluated based around features of service, qualifications, experience, timeliness and what is determined by the Lapeer County Board of Commissioners to be the best solution for the County.

The County may select a limited number of respondents with whom to schedule interviews. Recommendation for a selection will be made to the Lapeer County Board of Commissions. Final approval will lie with the Commission.

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. All proposals received by the stated deadline will be reviewed by the Project Administrator to ensure that Respondents meet all minimum requirements. Respondents that fail to meet stated qualifications or any proposal that does not contain all of the required information will be rejected as non-responsive.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN
DISQUALIFICATION**

Firm Name: _____

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of ninety (90) days following receipt, and it may be accepted by the Lapeer County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (90) day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of Lapeer County whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of the proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Lapeer County will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of Lapeer County, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

Signature

Date

Title

EXHIBIT B
CHECKLIST FOR RESPONSIVENESS

_____ Proposal was submitted on or before 4:00 PM on Wednesday, November 24, 2021.

_____ Required number of proposal copies were submitted.

_____ Proposal was formatted into five major sections: letter of submittal; Comprehensive Job Evaluation, Analysis, Classification, and Compensation Study; references; related information; and cost proposal.

_____ Respondent meets minimum qualifications:

1. Licensed to do business in the State of Michigan.
2. Will comply with the Certificate of Assurances set forth in Exhibit A.
3. Submit proposals as specified in this RFP.

_____ Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership, or the sole proprietor of a sole proprietorship.

_____ Three (3) references from three (3) previous municipal clients provided.

NOTE: "Yes" answers must be given to each element above for the proposal to be considered responsive.