

**1 | Page**

*Title and Summary*

*Request for Proposal:*

*Request for Proposal:*

*RFP Bid Publication:*

*RFP Composition:*

*FY20-0002 (Pages 1 thru 15)*

*Classification and Compensation Study – UNION COUNTY*

*As follows: <http://www.unioncounty.org>*

*RFP No. FY20-0002 is composed of the following:*

*Title and Summary pages*

*Code Articles 1 through 7*

*Scope of Work/Services Evaluation Criteria*

*Certified Proposal Costs Sheet*

*Vendor Information and Qualifications*

*Certification of No Exceptions*

*Certification of Preference(s)*

*Addendum Acknowledgement*

*Contracting Entity:*

*Union County, S.C. (“Owner”)*

*Submission of Proposal*

*Requirements: None*

*Contacts: Kindra Horne, Human Resource Manager (864) 429-1600*

*Questions: If vendors have questions, inquires, or clarifications please send to:  
khorne@countyofunion.com*

*Mode of Communication via e-mail only*

*No later than January 31, 2020 by 2:00 P.M.*

*Proposals:*

*Submission Composition: Each submitted proposal is required to be composed of the following, including fully completed and executed forms:*

*Code and Articles Acknowledgment*

*Proposal Cost Form*

*Addendum Acknowledgment Form*

*Vendor's Certification of Qualifications and Information*

*Certification of No Exceptions*

*Certification of Preference(s)*

**NO BID SECURITY REQUIRED**

**SAMPLE CONTRACT IF AVAILABLE**

***Please submit one (1) marked original and four (4) exact duplicate copies of your complete proposal along with one (1) electronic copy (CD or flash drive) properly labeled and clearly marked with the RFP number (FY20-0002)***

*Submission Deadline: January 31, 2020 at 2:00 PM (No Late Proposals will be accepted)*

*Submission Location: Union County Courthouse Supervisor's Office*

*Opening Time: 4:00 PM (Only names of proposers will be read aloud)*

*Opening Location: Union County Courthouse Supervisor's Office*

*210 West Main Street*

*Union, S. C. 29115 8*

*Mail: Supervisor's Office, 210 West Main Street, Union, S.C. 29379*

*FEDEX/UPS: Supervisor's Office, 210 West Main Street, Union, S.C. 29379*

*Union County reserves the right to accept or reject any and all proposals.*

**3 | Page**

*Other tentative dates and deadlines:*

<i>RFP Release Date</i>	<i>January 10, 2020</i>
<i>RFP Submission Deadline</i>	<i>January 31, 2020 at 2:00</i>
<i>Administrator's Recommendation</i>	<i>January 31, 2020</i>
<i>County Council Authorization</i>	<i>February 11, 2020</i>
<i>Contract Preparation/Negotiations</i>	<i>February 11, 2020</i>

*Special Conditions:*

*Intent/Award/Contract:*

*The intent to award, award, and the contract regarding is subject to the following special conditions:*

- *Only as stated in the documents that composes the Request for Proposal*

*Code and Articles Acknowledgement*

*Request for Proposal FY20-0002— Union County Classification and Compensation Study*

*Incorporation by Reference.*

*Section 12-81 the County Procurement Code are incorporated by reference as if set forth verbatim in this Invitation to Bid. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.*

*ACCESS TO CODE. On March 18, 2018, Union County Council, the governing body of Union County, repealed all aspects of its procurement policy and enacted the Union County Procurement Code (the "Code"). The Code may be accessed online without charge at <http://www.unioncounty.org> [Procurement link]. In addition; a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Supervisor's Office.*

*Method of Source Selection.*

*The source selection method applicable to this procurement is Request for Proposal Procurement (Professional Services) Code Section 12-87.*

*The undersigned vendor understands and agrees to be bound to the Code regarding all matters arising from the Request for Proposal identified above.*

*Printed Vendor Name*

*Signature of Vendor's Authorized Agent*

*Printed Name of Vendor's Authorized Agent*

*Title with Vendor of Vendor's Authorized Agent*

*E-Mail Address\_\_\_\_\_*

*Introduction*

*The County of Union is seeking proposals from qualified vendors to provide a Classification and Compensation Study and to provide recommendations to ensure the County's classification and compensation system supports the County's mission and strategic objectives as a service based organization. It is the intent of the County to select a single firm to accomplish all services outlined in this RFP.*

*Purpose*

*The purpose of this RFP is to provide minimum requirements, solicit proposals and gain adequate information from which the County may evaluate the vendors' products and services as they compare to other providers and as they pertain to the needs of the County's organization as defined this document.*

*Background Information:*

*General: The County of Union is located in the Upstate region of South Carolina. According to the 2010 census the population was 28,961. The County currently operates under the Council-Supervisor form of government. The County Council is the governing body of the County of Union and sets all County policies. The Council employs on average 250 full and part-time employees annually.*

*Union County Human Resources/Supervisor Department, provides policy direction on human resource management issues and support to County departments. The department implements and manages the recruitment and selection of permanent and temporary County employees, including the drug screening process, maintenance of personnel records, employee relations, and the Employee Assistance Program. Additionally, the Human Resources Department develops the County's job classification and compensation system, designs and administers the employee benefits programs, produces internal communications, and coordinates employee recognition programs. In addition, the department facilitates the County's workers' compensation and safety programs, risk management, and coordinates required training programs for County employees.*

## **Scope of Work/Services**

### **1.1 General**

*It is anticipated that approximately 185 positions will need to be surveyed and approximately 150 or fewer positions will need to be evaluated for reclassification in terms of responsibility, autonomy/decision making authority, results/impact, etc. responsibility changes and assignment changes. In positions with comparable private sector positions, such as Administrative Assistants, Engineers, Accountants and Maintenance Workers the County would like to utilize private sector data for comparison. In addition to the evaluation and market analysis of Civil and non-Civil Service positions, the County would like to evaluate the current Civil Service pay plan for the Police department against other Civil Service counties/cities in the region and complete a market analysis.*

### **1.2 Job Market**

*The labor market that Union County recruits from to fill non-Civil Service and most Civil Service position vacancies is the Upstate Region. Specifically, Union County seeks comparison with local counties from this region for example: Cherokee, Chester, Laurens, Spartanburg and Newberry.*

### **2.1 Scope of Services**

*The awarded proposer shall review the current classification and compensation systems, conduct a comprehensive compensation data collection/survey of external labor market(s) for all County positions, analyze and evaluate all data in an objective manner and shall make recommendations designed to ensure both internal equity and external competitiveness for either changes to current classification systems or for adoption of a newly designed compensation system.*

### **2.2 Assessment of Current Internal Circumstances**

*The successful proposer will assess and analyze the County's current direct wages to establish the value of the current program, position in the market and develop recommendations for an overall competitive position in the market. **[Phase I]***

#### **2.2.1 A comprehensive analysis of current classification and compensation plan including but not limited to:**

- a. Placement of positions in the current pay plan;*
- b. Accuracy of Federal Labor Standards Act ("FLSA") exemption status of all positions;*
- c. Compare ratio analysis by gender and race as relates to internal pay analysis;*
- d. Accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, licensing requirements, "on call" requirements and supervisory requirements;*
- e. Must accommodate the unique nature of certain functions and responsibilities characteristic of County government; and*
- f. Analysis of existing internal hierarchy and internal career ladders where appropriate*
- g. Accuracy of current EEO – 4 function and category for positions*

### **2.3 Collection and Assessment of Current Market Data**

2.3.1 *The successful proposer shall make recommendations to the County on the use of existing survey data or use of an independent survey for market pricing of jobs to be used for comparison with the County's current classification and compensation plan. The data will be based on comparable wages for the 2018 actual year – the successful proposer will recommend aging of any data if necessary. The successful proposer will also consider scenarios for continued growth of the organization and the impact on the plan.*

2.3.2 *The successful proposer shall provide market data for the current job classifications of positions chosen for the study, and market analysis of wages for each position and for each comparable employer/group of employees. Any additional pay categories shall be reported by class of eligible employee. Survey descriptions shall be matched to job descriptions to ensure good job matches.*

### **2.4 Required deliverables**

2.4.1 *A comprehensive report, including benchmarking and market analysis of direct compensation to determine the value of the County's current program, market comparisons and recommendations for alternatives based on market and competitive positions reflecting cost/savings to the County.*

2.4.2 *The report shall include recommendations, alternatives and cost projections as well as narrative, graphs and charts both at detail and high level.*

2.4.3 *Analysis of data for each job shall be provided to the County in Excel format providing the following information: degree of match, range minimum, range maximum and actual average of incumbent employees of market comparable. The methodology used to place positions and/or construct the pay structure should be fully defined.[Phase II]*

2.4.4 *Charts and graphs shall be used to depict how the position of the County's jobs compare in relation to market comparable and recommended placement in a compensation structure.*

### **2.5 Recommendation and Design of Classification and Compensation Plan, Implementation**

2.5.1 *The successful proposer, in collaboration with the County, shall design a total compensation system which is externally competitive while assuring internal equity, and shall develop a compensation strategy, including defining comparable markets, allowing the County to establish competitive market position for the following groups of personnel:*

*General employees*

*Civil Service personnel*

2.5.2 *This process shall include presenting recommendations to Human Resources and executive staff, and conducting a presentation workshops with County Council and Administrative Staff.*

2.5.3 The successful proposer must clearly provide recommendations for changes to the current classification and compensation plan, or recommend an alternate structure for the County's classification and compensation plan, including provisions for addition of new positions and a method to maintain competitiveness. **[Phase II]**

2.5.4 The successful proposer must develop a salary structure for the County based on survey market data that will attract and retain a quality workforce, including placement of positions within the recommended pay structure. The structure shall also provide for regular adjustment in order to maintain competitiveness.

2.5.5 All services must be performed and recommendations provided, including use of specific software products or services, must comply with applicable State and Federal laws and serve to enhance the County's ability to obtain and retain qualified personnel.

2.5.6 The successful proposer may be required to design a multiyear implementation strategy based on financial parameters, employee performance, and compensation benchmarks. Details of the strategy will be developed between the successful proposer and County based upon data collected during the compensation survey process. The successful proposer and the County shall work collaboratively to develop the implementation plan as the project develops, with the County approving key decisions.

2.5.7 The successful proposer must recommend salary administration procedures regarding hiring, promotion and demotion. This may include a point factor method of classifying positions within the pay structure and guidelines for assessing FLSA exemption status.

### **3.1 Communication Requirements**

3.1.1 Proposal shall include onsite meetings with the project team, Human Resources and executive staff to develop strategy, conduct focus groups, review progress, make presentations and communicate implementation to County staff.

3.1.2 The successful proposer will be required to meet with the project team at the initiation of each phase of the study, and to make a presentation to the project team and the executive staff at the conclusion of each phase.

3.1.3 Progress meetings or conference calls - the County requires ongoing and open communications between designated County representatives and the successful proposer over the course of the project and implementation of recommendations.

3.1.4 The final recommendations will be presented to the governing body.

3.1.5 All communications shall be appropriately structured for the intended audience, and shall be in the simplest, most direct format possible, clearly articulated and easily understood.

### **Evaluation Factors**

*The award shall be made to the vendor whose request for proposal determines to be the most advantageous to the County taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the County's review and/or verification of the Vendor Responses. The factors to be considered in evaluating are as follows, and are listed in order of relative importance:*

#### *Initial Evaluation*

- 1. Qualifications and Relevant Experience (20%)*
  - Years in business and qualifications of individuals and team*
  - b. Experience providing similar services for local government agencies*
- 2. Thoroughness and Organization of Proposal(30%)*
  - Includes all elements of the proposal*
  - b. The proposal is organized, concise and thorough*
  - c. Demonstrates understanding of the scope of work*
  - d. Consultant's approach to accomplishing the scope of work*
- 3. Methods and Procedures(30%)*
  - Demonstrated ability to provide qualified and experienced personnel*
  - b. Availability of lead and all proposed team members*
  - c. Consultant's general approach to providing services*
  - d. Description of procedures and methods for services*
  - e. Demonstrated ability to deliver services in a timely manner*
- 4. Cost Estimates(20%)*
  - Costs for providing the proposed scope of services [Phase I & II]*
  - b. Quality of work to be delivered based on consultant's fee*

**Vendor Qualifications and Other Information**

Vendor shall provide with its RFP, the following which should be collated, fastened together, and clearly labeled "Vendor's Certification of Qualifications and Information for Request for Proposal FY20-0002.

1. Letter of Interest- To include whether the firm is a partnership, corporation, or sole proprietorship. Identify location and who will be primarily responsible contact, and any other pertinent information. —Limit to 2 typewritten pages.
2. Brief implementation Plan
3. Documentation of vendor's general comparative experience(s) to demonstrate vendor has a minimum of three (3) years classification/compensation experience providing full, on-site operation. The minimum general comparative experience for this procurement is the successful completion of three (3) years of classification/compensation experience. All three (3) years do not have to be with the same client: vendor may accumulate the three (3) year minimum from vendor's service to several correctional clients.
4. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has a minimum of one successfully completed, one-year period of being the exclusive provider of classification/compensation to an employee base of 200 or more.
5. Documentation of a contractual relationship between vendor and a client for a current or recent classification/compensation services contract pursuant to which vendor has been the exclusive provider on a daily basis for 200 or more of each of the following services: classification/compensation program support services
6. Three positive client references.
7. Documentation of the qualifications of vendor's proposed staff for each key positions, including, where noted, confirmation that vendor shall fill the position with a person who possesses the minimum qualifications:
8. Vendor's current organizational chart and a description of the general history of the vendor and a Staffing Model — up to 250 Employees.
9. Documentation of the vendor's financial stability, such as a copy of its most recent annual report
10. A list of vendor's general or professional affiliations
11. A description of any litigation within the last 10 years to which vendor has been a party
12. Any required Insurances (General Liability, Workmen's Compensation etc.)

**Certified Proposal Costs**

Vendor proposes to perform the Scope of Work/Services  
Cost for All Services \$

---

*1. The Total Proposal Amount, above, is inclusive of all costs, including labor, supervision, materials, supplies, transportation, permits, licenses, taxes or any other costs, incidental or otherwise, for complete and proper performance of the specifications or scope of work/services described in Request for Proposal FY20-0002.*

*2. Vendor understands and agrees that, due to budget constraints, Union County reserves the right to adjust or amend the work requirements and/or negotiate with the lowest, most responsive, qualified, and responsible bidder in an effort to reach a cost that is fair, reasonable, and acceptable to both parties. Vendor should state any warranty information.*

By signature below, the submitting vendor certifies the foregoing proposal in the following respects: proposal prices are firm for a minimum of 90 days from the date of opening; this proposal is made without prior understanding, agreement, or connection with any other submitting vendor; and this proposal is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor's Authorized Agent Date of Signature

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

**Certification of No Exceptions**

Request for Proposal FY20-0002

Union County – Classification and Compensation Study

The Code requires vendors to give written notice with a submission if vendor will not accept a term of the Request for Proposal and the incorporated Code as a contract term. In connection with that requirement, a vendor must complete this certification and include it in its submission.

Vendor certifies the following regarding its bid:

1. Vendor AGREES to all of the terms of the Invitation to Bid (including the incorporated Code terms) and takes NO EXCEPTIONS: Yes No
2. Vendor does NOT AGREE to all of the terms of the Invitation to Bid (including the incorporated Code terms), and a COMPLETE LIST OF VENDOR'S EXCEPTIONS to same are listed and described below:

Yes No

Identification Of Excepted Vendor's

Term Description of vendor's substituted term

Initials

Exception 1:

Exception 2:

Exception 3:

Exception 4:

The undersigned vendor hereby certifies that the above-listed exceptions comprise the only exceptions vendor has to the Request for Proposal (including the incorporated Code terms). The undersigned vendor understands and agrees that if it is the successful vendor, its attempt to claim any exceptions other than those listed above, shall result in the County having the right to claim the bid security bond, retract the intent to award or award, award to another vendor, and suspend and/or debar the vendor.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

**Certification of Preference(s)**

Request for Proposals FY20-0002

Union County – Classification and Compensation Study

The Code authorizes specific preferences. See Section 12-89. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

**Addendum Acknowledgement**

Request for Proposal FY20-0002

Union County Classification and Compensation Study

Vendor acknowledges receipt of the any Addendum(s) to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

Addendum No.

Addendum Date

Initials of Vendor's Authorized Agent

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall acknowledge completed Addendum Acknowledgement with its submission. Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's submission.