



REQUEST FOR PROPOSALS (RFP) FOR SALARY AND COMPENSATION ANALYSIS

2022-RFP-01

September 13, 2022

Central County Emergency 9-1-1
22 Weis Avenue
Ellisville, Missouri 63011
(636) 207-7911

**REQUEST FOR PROPOSALS
FOR
SALARY AND COMPENSATION ANALYSIS**

GENERAL TERMS:

Specifications, the conditions of submitting a proposal, and the submittal procedures may be obtained online at www.cce911.org; or from the Central County Emergency 9-1-1 administrative offices at 22 Weis Avenue, Ellisville, Missouri 63011 during the period of **September 13, 2022, through September 28, 2022**.

Central County Emergency 9-1-1 reserves the right to waive informalities in proposals and to reject any/all proposals. Central County Emergency 9-1-1 further reserves the right to accept any proposal and to delete, therefore, any or all the specific requirements referred to in the request for proposal document. Central County Emergency 9-1-1 reserves the right to waive any technicalities expressed or implied herein. CCE911 reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

For Respondents:

Required by §34.600.2 R.S.Mo. "The company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel."

Responses submitted that do not comply with all the requirements of this Request for Proposals may be considered non-responsive.

INQUIRIES:

Contact Person: Jason Nettles, Central County Emergency 911 Executive Director
Contact Info: (636) 207-7911
Email: Jason.nettles@cce911.org

DUE DATE FOR RESPONSE:

Sealed Proposals must arrive at the offices of Central County Emergency 9-1-1 (CCE911) no later than **September 28, 2022, at 3:30 p.m. CST**. Late proposals will not be accepted, nor will additional time be granted to any vendor. All proposals and accompanying documentation will become the property of Central County Emergency 9-1-1. No facsimile will be accepted.

BACKGROUND

CCE911 is a secondary PSAP (Public Safety Answering Point) or Emergency Communications Center, providing Fire, EMS, and Rescue dispatching services to 33 Fire Protection and Ambulance Districts to over 900,000 population in St. Louis and adjacent counties. CCE911's primary location is 22 Weis Avenue, Ellisville, Missouri. CCE911 has 46 authorized FTE positions - 36 bargaining unit employees and 10 administrative, non-bargaining unit employees. CCE911 has not performed a comprehensive salary review since 2018.

Current position titles to be reviewed:

1. Executive Director
2. Operations Manager
3. Administrative Manager
4. Human Resources Manager
5. IT Administrator
6. Assistant IT Administrator (CAD Operations)
7. Assistant IT Administrator II
8. GIS Analyst
9. Fleet Systems Technician
10. QA and Training Coordinator

PURPOSE / OBJECTIVES OF RFP

CCE911 proposes to retain a highly qualified, capable firm(s) interested in providing Salary and Compensation Analysis services as herein outlined to act as the Consultant for this project based on the scope of work. Those firm(s) who participate in this RFP process are sometimes referred to as “Respondents” or “Vendors”. CCE911 will give prime consideration to the Respondent with significant, current, experience in the review, development, and completion of similar projects.

CCE911 is interested in updating our current pay structure and developing a general framework for a step-in grade system for our non-bargaining unit employees. General tasks include reviewing and recommending updates to our salary structure and pay plan/schedules to ensure and support the recruitment and retention of employees more effectively.

SCOPE OF WORK

The selected Vendor will be required to perform and provide the following; however, CCE911 reserves the right to include additional project elements in the initial or subsequent professional services agreements as CCE911 may (in its sole discretion) deem appropriate:

1. Meet with applicable staff to review/discuss and finalize the needs assessment and project goals, process, schedule, and other requirements.
2. Attending meetings, if requested, throughout the process with employees, and/or designated staff, to explain the methodology, survey results, and recommendations.
3. Review and analyze existing pay philosophy and job descriptions. Make recommendations for updates and/or changes to existing policies, practices, and other information.
4. Conduct a comprehensive salary study and make recommendations to ensure that CCE911 salaries are competitive within the appropriate job market. The current market survey data, or survey to be conducted will include the collection and summary of data from an agreed-upon set of sources, both public and private.
5. Develop, design, and recommend a compensation framework that aligns with CCE911 operations, and competitive outlook, and compliments our vision to be the employer of choice.
6. Recommend compensation levels, range spread, and range placement for positions based on

market survey and internal analysis.

7. Work with key staff in implementing the plan and strategies to maintain the program in the future.
8. Serve as a resource for compensation requests such as position classification, equity adjustments, and hiring salaries during the project.

WRITTEN PRODUCT / REPORT EXPECTATIONS

1. Prepare a written final report of recommendations, including a discussion of methods, techniques, and data used to develop the salary/compensation plan.
2. Provide all salary/compensation survey results in a report that compares CCE911 and its relation to the market.
3. Provide instructional information to allow staff/Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods and overall pay plan recommendations.
4. Develop and present final recommendations and implementation plan including implementing recommended adjustments to current salaries both immediately and in the future.
5. Develop employee communications plan to explain the process and implementation of recommendations.

OPTIONAL - ADDITIONAL PROJECT ELEMENTS:

CCE911 may engage the selected vendor for the following optional services:

1. Job Analysis and Job Description updates for its 10 (ten) non-bargaining unit positions.
2. Review accuracy of position titles and descriptions regarding unique characteristics of the position, essential job functions, minimum qualifications, working conditions, miscellaneous position requirements, and supervisory requirements.

REQUIREMENTS OF THE RESPONSE:

Responses should be prepared simply and economically, providing a straightforward and concise description of the respondent's experience and qualifications related to services provided on similar projects. At a minimum, the following information should be included in the response to this RFP. This outline is not all-inclusive, and respondents can provide additional information as deemed appropriate. Respondents shall provide 2 (two) original copies of all proposal documents as well as a .pdf or Microsoft word version of the same on a USB flash memory/thumb drive.

To ensure a uniform review process and to obtain the maximum degree of comparability, the submissions in response to this RFP must be organized in the following manner:

1. A statement of your understanding of the work, descriptions of the approach, illustrations of the procedures to be employed, and project schedule including an estimated start date.
2. A synopsis, prepared for management review, covering the salient features of the proposal including overall costs and scope of work.

3. A detailed breakdown and description of the specific steps, services, and study products that will be provided as a result of the Scope of Work previously listed in this RFP. Firms may elect to include in this section any innovative methods or concepts that might be beneficial as long as the minimum requirements as set out in this RFP are met.
4. All study costs are to include professional services, supplies, etc., and proposed contract terms and conditions are to be submitted. The not-to-exceed fees for performing each phase of the study, including out-of-pocket and travel expenses.
5. The proposed implementation schedule is to include specific milestones.
6. Additional Services (Optional) – any other related and recommended products or services not specified in this RFP that may be considered essential or beneficial by the firm.
7. A brief introduction, limited to no more than four (4) pages describing the firm’s organization and services; a list identifying the project manager and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities, and functions; any proposed outsourcing resources with a description of professional experience, qualifications, responsibilities, and functions.
8. Client References – a list of clients the firm has provided compensation/classification services to since January 1, 2019, including the organization, contact person, email, address, telephone number, and a brief description of the compensation/classification services provided.
9. A statement that the proposer agrees to:
 - A. Deliver at least six (6) copies of the final report to the Executive Director; provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in Microsoft Office 365 format;
 - B. Appear, in person or virtually, at a scheduled Board of Directors’ meeting to discuss the recommendations and final report.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

No Gratuities. Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of CCE911 for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels will be grounds for exclusion from the selection process. Accordingly, contacts with members of CCE911, which are outside of the established process should not be initiated.

FEE PROPOSALS SHALL ACCOMPANY THE RFP RESPONSE. After CCE911 reviews the qualifications and any necessary interviews, the most qualified firm(s) will be engaged to enter a contract with CCE911. Consideration will be given to both the qualifications of the respondents as well as the associated fees for the work.

INSURANCE REQUIREMENT:

During the term of the Agreement, the vendor shall procure and maintain the following insurance coverage and limits as required in the RFP:

1. Worker’s Compensation & Employers Liability—Statutory Amount (Mandatory);
2. Automobile Liability for vehicles used—\$1,000,000;

3. Commercial General Liability—\$1,000,000; and
4. Professional Liability—\$2,000,000.

The policies of insurance shall be in such form and shall be issued by such company or companies reasonably satisfactory to CCE911. Central County Emergency 911 shall be named as additional insured with duty of defense on all general liability and automobile insurance policies required hereunder. Copies of vendors' certificates of insurance showing coverage during the term of the Agreement as required in the Agreement shall be provided to CCE911 upon execution of an Agreement. All insurance policies required by this Section, or of or on behalf of CCE911 required shall contain the following language:

“This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity, but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever.”

SELECTION and AWARD:

PROCESS

The consultant will be selected following a review, ranking, and recommendation by a board consisting of the CCE911 Management Team. The Review Board may require an interview to be held.

AWARD CRITERIA

CCE911 reserves the right to award a contract, based on initial proposals received from respondents, without discussion and without conducting further negotiations. CCE911 may also, in its sole discretion, initiate further discussions with respondents that it deems to fall within a competitive range. The award shall be based on the best overall proposal taking into consideration the following factors:

1. Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work.
2. Cost of Services.
3. Experience in similar consulting services.
4. Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
5. Performance History (References).
6. Demonstration of the firm's ability to utilize existing information to reduce initial and future costs of service.
7. CCE911 shall not be deemed to have finally selected a vendor until a contract has been successfully negotiated and signed by both parties.

--END OF DOCUMENT --