Vernon County, Wisconsin

Request for Proposal

Classification and Compensation Study

Release Date: July 24, 2020
Due Date: September 8, 2020
Vernon County, Wisconsin
Request for Proposal

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Section 1: Formal Invitation & Proposal Submission

Vernon County, WI
REQUEST FOR PROPOSAL (RFP)
Wage Classification and Compensation Study

Proposals Due by 4:30pm on September 8, 2020

The County of Vernon, WI is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis for regular full-time, part-time, and on-call employees.

Format should be consistent with the requirements of the RFP. Please provide options that may create efficiencies or make improvements to our current system, and take advantage of any new applicable techniques.

Vernon County will accept electronic or written proposals. Proposals will be accepted until 4:30pm on September 1, 2020 at the Vernon County Personnel Office at 400 Courthouse Square, Suite 308 Viroqua, WI 54665 ATTN: Serena Inman or by email to serena.inman@vernoncounty.org. Responses must address all of the items requested in the proposal.

Questions or request for clarification may be directed to Serena Inman, Personnel Director by phone at 608-637-5446 or by email to serena.inman@vernoncounty.org

Non-disclosure of data contained within a proposal cannot be guaranteed because of Public Records Law.
Section 2: Overview and General Information

Vernon County, WI is a local government operation that provides services to the residents of Vernon County. Offices include: County Clerk, Register of Deeds, Treasurer, Land and Water Conservation, Clerk of Courts/Circuit Court, Coroner, Emergency Management, District Attorney, Health, Highway, Human Services & ADRC, Information Technology, Personnel, Resource and Community Development, Solid Waste/Recycling, UW- Extension, Veterans Service, Zoning & Sanitation, and Vernon Manor (skilled- nursing facility).

Vernon County last conducted a comprehensive wage classification and compensation survey in 2005 for non-represented employees. The current wage classification took effect in 2006, with the intent for benchmarking to be completed at least every 2 years or as necessary to remain competitive with the market. The County is looking to fully review the current pay plan and is seeking recommendations for keeping the pay plan current.

Recruitment and talent management is extremely important to Vernon County’s sustainability, growth, and culture. The County’s primary asset are the talent, expertise, and resource of its workforce. The County’s main focus and goal is to manage talent and maintain a compensation system to improve the County’s standing as a desired workplace. Currently we experience the following difficulties:

- Fewer qualified candidates are applying for positions
- Turnover rate has accelerated as a result of retirements
- Approximately 23% of our current employees are capped within their current wage grade

Vernon County employs approximately 461 non-represented employees with a non-represented employee payroll of approximately $12.5 million within 105 job classifications compensated with a step salary structure with 30 pay ranges.
Section 3: Scope of Services

The study shall evaluate the County’s present salary and benefit structure as compared to the specific job market for comparable positions in the private and public sectors. The consultant shall perform or provide the following:

1. Conduct project information meetings with employees to explain scope and methodology of the project. Provide materials appropriate for inclusion on the County’s website and employee mailings.

2. Review all current job classifications and analyze, document and validate same for knowledge, skills, essential functions, education and experience relevance and hierarchical consistency, job definition, distinguishing characteristics, supervision received and exercised, specific requirements including licensing and certification requirements.

3. Conduct interviews with employees and appropriate supervisory and management personnel, as required.

4. Identify appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable municipalities and businesses within the surrounding Statistical Area and the State of Wisconsin as required.

5. Assist the County in development of a total compensation system that meets the needs of the County in fairness, internal equity, competitive compensation, and ease of administration.

6. Verify proper EEOC equal pay act guidelines are being followed and evaluate positions for proper FLSA exemption placement.

7. Comment on the quality and cost of the County’s benefit systems, make recommendations for changes that integrate into the total compensation system.

8. Identify potential pay compression issues and provide alternative solutions.

9. Prepare final report for review with County staff, present to County Board/Personnel Committee for approval, provide implementation support.

10. Conduct employee classification appeals after plan adoption. Appeals must be submitted within 30 days of plan adoption.
Section 4: Timeline

The County expects ongoing and open communications between designated County representative(s) and the consultant over the course of each phase. Below is tentative proposed timeline:

<table>
<thead>
<tr>
<th>Proposed Timeline</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Request for Proposal Issued</td>
<td>July 24, 2020</td>
</tr>
<tr>
<td>Due date for Proposal</td>
<td>September 8, 2020 by 4:30pm</td>
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<tr>
<td>Evaluation of Proposals Period</td>
<td>September 8, 2020 – October 13, 2020</td>
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<tr>
<td>Selected Firm Notified</td>
<td>October 20 (following County Board approval)</td>
</tr>
<tr>
<td>Finalized Agreement</td>
<td>November 1, 2020</td>
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<tr>
<td>Completion Date of identified positions</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Finalized recommendation from Firm presented To Personnel Committee</td>
<td>February 9, 2021</td>
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<tr>
<td>Finalized recommendation presented for formal approval by County Board</td>
<td>March 2021 (specific date TBD)</td>
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Section 5: County Resources

The County will provide copies of all pay ranges, job classifications, job descriptions and previous studies and any other available in-house information that the consultant may require to complete the study.
Section 6: Requirements of the Proposal

Introduction

Provide the official name, address, phone number, fax number and email of the consulting firm, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

Experience and Qualifications

a. A brief description of the organization – must be a consulting firm with expertise in evaluating pay scales, job descriptions, organizational charts, and market pay analyses.

b. Names and a brief description of the experiences and qualifications of the proposed staff members(s) who will be performing the services.

c. A list of three recent client references, where the firm has performed a comprehensive classification and compensation study, along with reference contact name and title, telephone number and email address at each entity.

Approach/Methods Used to Perform the Project

Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:

a. Proposer’s understanding of the services to be provided.

b. Methodology to be used in benchmarking and determining salary ranges.

c. Estimated time the project will take from contract date to completion date

Cost Proposal

a. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components, as determined by the consultant.

b. Clearly define, identify and provide an estimate of additional services and/or reimbursable expenses not included in the basic fee.
Section 7: Evaluation Process

Evaluation Criteria

The following will be considered in the selection of a consultant:

- Compliance with the RFP
- Cost
- Ability to complete the work within the time frame specified
- Qualifications and relevant experience in similar-sized public entities
- Professional reputation of the firm
- Understanding of county-related issues and employee relations
- Team compatibility, including the ability to work with county staff based on references and other supporting information
- Unique resources the firm may bring regarding innovative techniques

Proposals will be evaluated based on value of proposal to the County. Some proposers will be asked to interview with the County. All proposals submitted will be the primary document upon which each proposal will be evaluated. The County reserves the right to reject any and all proposals, to waive any information or irregularities in any proposal, and to use any ideas in a proposal regardless of whether that proposal is selected. The target completion date of this study is September 8, 2020. Questions or request for clarification regarding this RFP may be directed to Serena Inman, Personnel Director by phone at 608-637-5446 or by email to serena.inman@vernoncounty.org