

Town of Windsor

Memorandum

January 14, 2020

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Salary and Compensation Study RFP

We have discussed the need to have an update done to the salary study that was conducted back in 2008. Attached you will find a draft request for proposal (RFP) to have a salary and compensation study done for the Town. I have emailed a copy of the 2008 study to Council, and can provide hard copies if anyone would like one.

It is important for the Town to ensure that our job descriptions, position classifications, and pay scales are kept up to date as our market changes. Keeping our salary and compensation package current and competitive is vital to the success of our employee retention and recruitment efforts.

As our current pay and classification plan was last updated in 2008, it is vital for us to seek the help of a professional firm to do the required market research and analysis to ensure that our plan has kept up with the job market. We have also restructured and added some positions since the 2008 study.

I ask that Council review the attached draft RFP and provide any input. The specific areas that I would like to receive input from Council are highlighted.

This is for Council's discussion and direction.



Town of Windsor, VA Salary and Compensation Study RFP

ISSUE DATE: XXXXXXXXXXXX

ACCEPTANCE DATE: XXXXXXXXXXXX

RFP NUMBER: 2019-01

ACCEPTANCE PLACE: Town Manager

P.O. Box 307

Windsor, Virginia 23487

Requests for information related to his RFP should be directed to:

Michael Stallings

Town Manager

(757) 242-4288

mstallings@windsor-va.gov

Section 1.0 Purpose

The intent of this Request for Proposal (RFP) is to obtain firm fixed price proposals from qualified firms to 1) conduct an employee compensation and classification study of public employers in the Town of Windsor's labor market base vicinity as well as municipalities of similar size and condition and, 2) based on that survey, prepare a comparative analysis that identifies the Town of Windsor's competitive position in the labor market and, 3) based on that survey, prepare recommendations for compensation rules, and policies, including variable/incentive pay options, to maintain competitiveness, reward employees, and ensure equity. Responding firms should have significant experience conducting salary surveys and comparative analyses, preferably involving significant experience in public markets.

Section 2.0 Background

As of November 19, 2019, the Town of Windsor had 14 full time employees, and 2 part time employees. There are a total of 12 unique positions within the Town.

A classification and compensation study was last completed for the Town in March of 2008. Since that time several positions have been modified and new ones created. A copy of the complete study can be provided to any requesting firm.

Section 3.0 Proposed Schedule

Activity	Dates
Release RFP	December 11, 2019
Pre-proposal Conference	N/A
Deadline for submission of questions	December 2019
Deadline for submission of proposals	January 2020
Evaluation of proposals and selection process	Week of January 2020
Interview finalists	Week of January 2020
Negotiations	Week of February 2020
Award of contract	NLT February 11, 2020
Completion of Work	

Section 4.0 Scope of Work

All proposals must be made on the basis of and either meet or exceed the requirements contained herein. Failure to provide any of the following requirements shall be ample

cause for proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum:

- 5.1 Attendance at an initial meeting with various Town representatives to discuss the process and tasks to be performed and reasonable dedication of key personnel and accessibility of the Offeror's point of contact.
- 5.2 Weekly written progress reports including data collected.
- 5.3 Profile survey of a minimum of ten (10) government organizations, including name, geographic location, type of organization, number of employees:

Local Government Organizations: Town of Smithfield, Town of West Point, Isle of Wight County.

- 5.4 Base Pay Salary Survey and analysis of benchmark positions for organizations named in 5.3 as well as management positions. Town staff will identify benchmark positions and provide descriptions according to the needs of the consultant. The Base Pay Salary Survey shall include:
 - a. Pay plan salary range comparison to the Town of Windsor for each benchmark position for each participant by minimum, midpoint, and maximum*.
 - b. Existing employee average salary comparison to the Town of Windsor for each benchmark position for each participant*.
 - c. Combined average pay plan salary range comparison to the Town of Windsor for each benchmark position by minimum, midpoint, and maximum.
 - d. Combined existing employee average salary comparison to the Town of Windsor for each benchmark position.
 - e. Comparison of Town of Windsor's pay plan range comparison for all combined benchmark positions by minimum, midpoint, and maximum to the combined average of all participants.
 - f. Comparison of Town of Windsor's existing employee average salary for all benchmarks to the combined average of all participants.
 - g. Town of Windsor's market position for each benchmark individually, and overall.

- h. Analysis of pay practices, pay rules, and salary structure.
- i. Fair Labor Standards Act designation for each job title/classification.
- j. Formal job descriptions developed for each job title/classification.

* All nonexempt pay plan salary range figures must be adjusted to comparable Town of Windsor's workweek for comparison (actuals and adjusted figures must be shown).

5.5. Survey of Compensation Policies and Procedures of named organization to include:

- a. Type of compensation system: how many classes, how many pay ranges, percent spread of ranges, number of pay plans and/or schedules
- b. Executive/Management pay schedule options to include best practices and recommended options for positions as designated by the Town.
- c. Career ladder position recommendations.
- d. Pay delivery: merit pay, pay for performance, steps or open ranges, other, with what frequency do base pay increases occur, maximum percent base pay increase for the next 12 months
- e. Hiring incentives: sign on bonuses, interview expenses, relocation expenses
- f. Compression analysis
- g. Compensatory time for exempt employees
- h. Any other monetary incentives (e.g. performance and/or team bonus, special pay band increase, certification pay, education pay)

Section 5.0 Contract Terms and Conditions

The resulting contract with the successful bidder will be subject to the following terms and conditions:

6.1 Insurance

Contractor shall purchase and maintain the following insurance coverage:

- a. Workers Compensation
As statutorily required by the Commonwealth of Virginia. Employers Liability, coverage with limits of not less than \$1,000,000.

- b. Commercial General Liability
Minimum Limits
General Liability:
\$1,000,000 General Aggregate Limit
\$1,000,000 Products & Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence Limit
\$ 50,000 Fire Damage Limit
\$ 5,000 Medical Expense Limit

- c. Umbrella Excess Liability

Minimum Limits: \$1,000,000

- d. Auto Liability insurance
Coverage sufficient to cover all vehicles owned, used, or hired by the Contractor, his agents, representatives, employees or subcontractors.
Minimum Limits
Automobile Liability:
\$1,000,000 Combined Single Limit

- e. Should the Contractor lease his equipment, it shall be the Contractor's responsibility to obtain any necessary additional insurance, at Contractor's expense.

- f. A certificate evidencing the above insurance coverage shall be provided by the contractor to the Town of Windsor prior to the commencing work. The Town of Windsor shall be named as an Additional Insured; endorsements of same shall be submitted with certificate. It shall be the Contractor's responsibility to keep the required insurance coverage's in full force, and without lapse, during the entire term of this agreement. Notices of cancellation or any changes to insurance shall be provided to the Town of Windsor thirty (30) days prior to the effective date of such change or cancellation.

- g. All insurance shall be placed with insurers maintaining an A.M. best rating of no less than A:VII.

6.2 Hold Harmless Clause

The Contractor shall, during the term of the contract, indemnify and hold harmless the Town of Windsor from and against any and all losses, damages, claims, fines, penalties, suits and costs, including bodily injury or death of any person(s), or loss or damage to property, as well as fines, assessments and penalties imposed by any authority which may arise out of any violations of law by, and all acts and omissions

of the Contractor, the Contractor's agents, employees occurring in connection with the products, completed operations, and other services covered herein.

6.3 Safety

All contractors and subcontractors performing services for the Town are required and shall comply with all Occupational Safety and Health Administration (OSHA), State Occupational Health Standards and any other applicable federal, state, and local rules and regulations. Also all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

6.4 Anti-Discrimination

By submitting their bids, bidders certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia 2.2.4343.1E).

In every contract over \$10,000 shall include the following provisions:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, service disabled veterans or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The contractor will include the provisions of No. 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

6.5 Ethics In Public Contracting

By submitting a bid, the bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. (Code of Virginia 2.2.4367)

6.6 Compliance with Federal Immigration Law

Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

6.7 Debarment Status

By submitting a bid, bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

6.8 Antitrust

By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Town of Windsor all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Windsor under said contract.

6.9 Drug-Free Workplace

During the performance of this contract, the contractor agrees to (1) provide a drug-free workplace for the contractor's employees; (2) post in conspicuous place, available to employees and applicants for employment, a statement notifying

employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (3) state in all solicitation or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

6.10 Substitutions

NO substitutions or cancellations are permitted after award without written approval by the Purchasing Agent.

6.11 Method of Payment

Contractor shall submit invoices in writing to the Town of Windsor, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables.

Upon acceptance of work, the Town will render payment within forty-five (45) days of receipt of invoice.

6.12 Assignment of Contract

This contract may not be assigned in whole or in part without the written consent of the Purchasing Agent.

6.13 Termination

Subject to the provisions below, the contract may be terminated by the Town upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the Town until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the Town, without the required thirty (30) days advance written notice, then the Town shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the Town for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

c. Termination Due to Non-Appropriation of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

6.14 Severability

If any part, term, or provision of this agreement, shall be found by the Court to be legally invalid or unenforceable, then such provision or portion thereof, shall be performed in accordance with applicable laws. The invalidity or unenforceability of any provision or portion of any contract document shall not affect the validity of any other provision or portion of the contract document.

6.15 Applicable Laws

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and the Town of Windsor and any litigation with respect thereto shall be brought in the courts of Isle of Wight County. The Offeror shall comply with applicable federal, state and local laws and regulations.

Section 7.0 Evaluation of Proposals: Selection Factors

The General Contract Terms and Conditions set forth certain criteria which will be used in the receipt of proposals and selection of the successful firm. In addition, the criteria set forth below will be considered.

The Town's Evaluation Committee will independently read, review and evaluate each proposal and selection will be made on the basis of the criteria listed below.

- A. Availability, credentials and related experience of the firm and key staff with similar studies.

- B Ability to meet and exceed the requirements set forth in Section 5.0, the quality of the proposed product, and the ability to meet the required timeline
- C. Compliance with Contract Terms and Conditions as well as overall quality and completeness of proposal.
- D. Cost of services; (i.e., price proposal)

Once the Evaluation Committee has rated the proposals, a composite rating is developed which indicates the group's collective ranking of the highest rated proposals in a descending order. At this point, the Evaluation Committee may conduct interviews with only the top ranked firms, usually the top two depending upon the number of proposals received. The Evaluation Committee will then make a recommendation for the contract award.

Section 8.0 Proposal Format

Offerors are to make written proposals that present the Offeror qualifications and understanding of the work to be performed. Offerors *shall* address each of the specific topics listed below as a minimum portion of their proposal submission. *Failure to include any of the requested information may be ample cause for proposal to be considered non-responsive and rejected.*

- 8.1 Availability, credentials and related experience of the firm and key staff with similar studies:
 - a. Identify who will be the project manager and key staff involved if awarded. Provide copies of resumes of the proposed project manager and key staff. Also, include specific information on the staff's experience with public sector compensation studies. Provide information on specific experience with successful outcomes in conducting salary surveys and making presentations to public bodies.
 - b. Explain in detail how the project manager and key staff will be assigned to this project. Identify the priority to be assigned to this project. Identify the availability of the project manager and key staff to address any questions or concerns as well as to attend meetings to present the findings to the Town Manager and staff.
 - c. Provide an overview of your firm's daily operations, detailing the firm's experience in performing compensation studies.

- d. All offerors shall include, with their proposals, a list of at least three (3) current references for whom comparable work has been performed. This list shall include company name, person to contact, address, telephone number, and a detailed description of work performed.
- 8.2 Ability to meet and exceed the requirements set forth in Section 5.0, the quality of the proposed product, and the ability to meet the required timeline:
- a. Describe your firm's understanding of economic conditions and the regional labor market.
 - b. Describe techniques your firm would use to keep the Town abreast of the progress of the project and how your firm will meet the proposed timetable.
- 8.3 Compliance with Contract Terms and Conditions as well as overall quality and completeness of proposal:
- a. State your firm's compliance with the Contract Terms and Conditions as listed in Section 6.0.
 - b. Specifically list any deviations along with detailed justification for the deviation.
- 8.4 Cost of services:
- a. Provide a detailed *not-to exceed* cost estimate for all work to be performed. The breakdown should include, at a minimum, task to be performed, time line, estimated number of hours for completion, and the not-to-exceed cost for that task.

Section 9.0 Instructions for Submitting Proposals

9.1 Submission of Proposals

Read the ENTIRE solicitation before submitting a proposal. Failure to read any part of this RFP will not relieve a provider from his contractual obligations, if awarded. Be sure proposal container is completely and properly identified. The face of the container shall indicate the RFP title, time and date of acceptance. Proposals must be received by the Town Manager BEFORE the hour specified on the acceptance date. Proposals may either be mailed or hand delivered.

9.2 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all firms. Inquires pertaining to Request for Proposals must give RFP title and acceptance date. Material questions will be answered in writing and will be distributed to all firms who receive the RFP provided, however, that all questions are received prior to the close of business **December 2020**.

9.3 Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the offeror to ensure that he has received all addendums prior to submitting a proposal.

9.4 Firm Pricing for Town Acceptance

Proposal pricing must be firm for the Town's acceptance for 90 days from proposal receipt date.

9.5 Proprietary Information

Trade secrets or proprietary information submitted by an offeror in connection with this solicitation shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **the offeror must invoke the protections of this section PRIOR to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary.** Offerors shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

9.6 Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature must appear on proposal in the space provided on the signature page.

9.7 Preparation and Submission of Proposals

- a. All proposals, both technical and price, shall be signed in ink by the individual or authorized principals of the firm.
- b. All attachments to the Request for Proposal requiring execution by the firm are to be returned with the proposals.
- c. Proposals are to be returned in a sealed container. The face of the container shall indicate the RFP title and time and date of acceptance.
- d. Proposals must be received by the Town Manager prior to **5:00 p.m., January 2020**. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals by the Town Manager prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by the Town after the acceptance date will not be considered. Proposals will be publicly accepted and date stamped at the time of receipt.
- e. Each firm shall submit one original, seven (7) copies, and one digital copy of their proposal (including price proposal) to the Town Manager as indicated on the cover sheet of this Request for Proposal. The original proposal shall be clearly marked.

9.8 Withdrawal of Proposals

- a. All proposals submitted shall be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- b. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

9.9 Town Furnished Support/Items

The level of support required from Town personnel for the completion of each task shall be estimated by position and man days.

The offeror shall indicate the necessary telephones, office space and materials, which the offeror requires.

The Town may furnish the facilities if the Town considers them reasonable, necessary and available for the contractor to complete his task.

9.10 Late Proposals

LATE proposals will be returned to offeror UNOPENED or destroyed, if RFP title, acceptance date and offeror's return address is shown on the container. Late proposals will not be accepted.

9.11 Rights of the Town

The Town reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the Town.

9.12 Prohibition as Subcontractors

No offeror who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

9.13 Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The Town reserves the right to determine the responsiveness of any deviation.

9.14 Miscellaneous Requirements

- a. The Town will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- b. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The Town Manager will schedule the time and location for this presentation.

- c. The contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful firm will be expected to sign a contract with the Town.
- d. The Town reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Town.

9.15 Notice of Award

A Notice of Award will be posted on the Town's web site www.windsor-va.gov. Notice will be provided directly to the successful offeror.

9.16 Protest

Offerors may refer to Sections 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this competitive process.

9.17 Debarment

By submitting a proposal, the Contractor is certifying that he is not currently debarred by the Town.

9.18 "No Contact Policy"

The Town Manager is the designated authorized spokesperson for the Town of Windsor with respect to this RFP. Accordingly all questions and/or comments should be directed to his attention. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. This prohibition shall also extend to the Windsor Town Council.

9.19 License Requirement

All firms doing business in the Town of Windsor are required to be licensed in accordance with the Commonwealth of Virginia and Town of Windsor's business license ordinance. Any questions concerning business licenses should be directed to the office of the Treasurer at 757-242-4288.

9.20 Taxes in Arrears

No bid or proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears, or is in default to the Town upon any debt or Contract, or that is a defaulter as surety or otherwise upon any obligation to the Town.

References for: _____

1. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
2. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
3. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____
4. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the *Code of Virginia*, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of Windsor and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Town of Windsor, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Windsor.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: _____

Address: _____

Remit To Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: (____) _____ **Fax No.:** (____) _____

e-mail address : _____

Date: _____ **Minority:** _____ **Women Owned:** _____

**EVALUATION MATRIC FOR RFP
COMPENSATION AND CLASSIFICATION STUDY**

FIRM: _____

		MAX POINTS	SCORE
1.	Availability, credentials and related experience of the firm and key staff with similar studies.	25	_____
2.	Ability to meet and exceed the requirements set forth in Section 5.0, the quality of the proposed product, and the ability to meet the required timeline	35	_____
3.	Compliance with Contract Terms and Conditions as well as overall quality and completeness of proposal	30	_____
4.	Cost of services (i.e., price proposal)	10	_____
	TOTAL		_____

Evaluator: _____ Date: _____