



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

Request for Proposal
CLASSIFICATION AND COMPENSATION STUDY
#13-0013

February 20, 2013

Sedgwick County is seeking a firm to provide an Employee Classification and Compensation Study. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

Sincerely,

Angee Sisco
Senior Purchasing Agent

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A. Purpose and Objectives

Sedgwick County, Kansas (hereinafter referred to as "County") desires to select a firm to provide Employee Classification and Compensation Study services.

This solicitation document has been designed to allow the County flexibility in choosing a custom model of service methodology based on cost and priorities. The objectives listed below in conjunction with the Scope of Work and overall cost of each service will be used to determine which services, if any, the County will utilize in the future.

Objectives of the Study shall be:

1. Conduct a study that will help the County's recruitment efforts to attract and retain the number, and types of employees needed by the various County agencies.
2. Implement a system that is reasonable and proportionate to the County's resources.
3. Maintain a model that will play a positive role in motivating County employees to perform to the best of their abilities, as well as provide an incentive for employees to improve their knowledge and skills.

B. Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and three (3) copies of the entire document with any supplementary materials to:

Angee Sisco
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. TUESDAY March 12, 2013. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at proposal opening which will occur at 2:00 p.m. on the due date. No information other than the respondent's name will be disclosed at proposal opening.

C. Questions and Clarifications

Any questions regarding this document must be submitted in writing to Angee Sisco at asisco@sedgwick.gov and Kara Kingsley at kkingsle@sedgwick.gov by 3:00 p.m. February 25, 2013. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at <http://sedgwickcounty.org/finance/purchasing.asp>, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. February 26, 2013. Vendors are responsible for checking the web site and acknowledging any addendums on their response form.

D. About this Document

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is seeking a solution, not a bid/quotation, meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meeting with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels,

and budget constraints.

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

E. Background Information

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 480,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County's most recent Employee Classification and Compensation Study was conducted in 2001. Sedgwick County would like to focus primarily on pay, however a secondary focus on benefits may be proposed in the fee/schedule planning as an alternative. The County anticipates completion of this project prior to calendar year end 2013.

Sedgwick County has a total of 492 classification titles in the pay plan, of which approximately 75 will be reviewed under the scope of this solicitation. There are currently approximately 2,995 budgeted positions and 2,766 employees. Employees currently advance through a pay grade via annual merit increases based on satisfactory performance, as budget allows. A typical pay grade is approximately 45% wide from minimum to maximum. Performance-based pay increases typically range from 1% to 4%. Performance reviews are conducted annually during the third quarter.

The most recent fiscal year employee wage increases were as follows:

2009 – 4% pool

2010 – 2% increase if evaluation was passed and existing pay was not greater than \$75,000

2011 – 2% pool

2012 – No increases awarded

2013 – 2.5% pool

For additional wage and classification information please visit;

http://172.18.251.54/human_resources/employee_benefits.asp

F. Requirements and Scope of Work

Items listed in this section are requirements to completion of services under this contract. Sedgwick County reserves the right to negotiate any portion of this section with shortlisted vendors to develop a plan that meets both business need and budget constraint.

I. Study

Vendor shall conduct a market analysis of pay for similar positions in comparable jurisdictions and private sector organizations locally, statewide, regionally and/or nationally depending on the recruitment market for the various positions.

(1) Vendor will conduct an internal study that shall include at least the following;

(a) Examine and review current employees and existing class specifications and

(b) Examine and review existing pay policies and pay structure as they relate to the County's ability to effectively recruit and retain qualified employees.

(2) Vendor will conduct an external study that shall include at least the following;

(a) A market analysis comparing pay of similar jurisdictions to that of existing County positions and

(b) A market analysis of pay policies and structures of similar jurisdictions as they relates to an employer's ability to effectively recruit, and retain qualified employees.

(3) Vendor will provide a written report to County staff, and upon request appear before the Board of County Commission and other advisory board to present report findings. Report will include description of methods of data collection, data analysis, and rationale for findings and recommendations. Vendor will be responsible for all travel costs associated with two full days of onsite meetings. All additional information exchanged is allowable electronically.

II. Implementation

- (1) Vendor will develop externally competitive and internally equitable salary recommendation for each class in order to maintain appropriate competitive position. This structure must ensure fairness based on existing markets and reward employee performance consistent with organizational goals. As appropriate, include special pay options to supplement the plan such as certifications, advanced education, or special skills.
- (2) Vendor will work with a County team to review current compensation procedures, policies, and evaluation program and philosophies' and make recommendations for modification.
- (3) Vendor will provide a written plan to address implementation that will include prioritization by position and other considerations. The plan will also include a financial analysis of cost in addition to a transition plan.

III. Maintenance

- (1) Vendor will provide a written plan to address maintenance of implemented changes in addition to how County staff should conduct research to ensure continued competitiveness.
- (2) Vendor will recommend procedures for establishing a position evaluation system that the County can use to evaluate new or modified positions.

G. Sedgwick County's Responsibilities:

- Provide timely payment of undisputed invoices in ACH form.
- Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

H. Tentative Time Line

The following dates are provided for information purposes and are subject to change without notice. Contact Angee Sisco, Purchasing Department at (316) 660-7267 to confirm any/all dates.

Distribution of Request for Proposal to interested parties	February 20, 2013
Clarification, Information and Questions submitted in writing by 3:00 p.m.	February 25, 2013
Addendum Issued in writing by 5:00 p.m.	February 26, 2013
Sealed Proposal due before 1:45 p.m.	March 12, 2013
Evaluation Period	March 13-27, 2013
Board of Bids and Contracts Recommendation	March 28, 2013
Board of County Commission Award	April 3, 2013

I. Selection Criteria

The selection process will be based on the responses to this solicitation document. Proposals will be screened by a review committee. This committee may select a limited number of prospective vendors to short-list for interview.

The County will judge each response on the following criteria (listed in no particular order):

- Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.
- Ability to meet or exceed all requirements and scope of work.
- Proven ability to provide high quality service.

- Qualifications and expertise.
- The most advantageous and prudent methodology and costs as determined by the County.

Any final negotiations for services and terms and conditions will be based, in part, on the Vendor's method of providing the service and the fee schedule achieved through discussions and agreement with the County's review committee. The County is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The County also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

J. Questionnaire

In your response document, respond to all questions and requests listed below. Please precede your answer with a copy of the question. A copy of the questionnaire will be provided in WORD format for ease of completion. Please note that in the case of a discrepancy this document will prevail.

1. Provide a brief description of firm, include years in service, number of employees, types of services provided, etc.
2. Provide contact name, title, qualifications, phone number and email address of site supervisor (if known) and other lead professional personnel assigned to the County account.
3. Submit a timeline and proposed methodology based on requirements in Sections F.I, F.II, and F.III.
4. Provide a sample report for each phase based on a project of similar size and scope.
5. Submit insurance coverage certification.
6. Provide four (4) references verifying exemplary service. These references must have received services similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, e-mail address, length of service, and a brief description of services provided for each reference.
7. Provide a bank reference statement and/or copy of the most recent, audited financial statement indicating the ability to financially manage the scope of this project.
8. Describe any current local, state or federal violations and any ongoing litigation that may cause conflicts or affect the firm's ability to provide service.
9. Provide detailed information regarding any exception to any requirement, scope of work, term or condition within solicitation.

K. Proposal Content and Format

Proposals received should reflect in detail their inclusion and the degree provided. The Proposal should be organized in the following format and information sequence:

1. Completed Questionnaire and requested supporting documents within.
2. Signed and completed Proposal Response and Price Forms.

L. Proposal Terms

1. Minimum Firm Qualifications/General Requirements

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Have a minimum of five (5) years experience in providing services similar to those specified in this RFP.
2. Have an understanding of industry standards and best practices.
3. Have experience in managing projects of comparable size and complexity to that being proposed.
4. Have knowledge of and comply with all currently applicable, and as they become enacted during the contract term, federal, state and local laws, statutes, ordinances, rules and regulations. All laws of the State of Kansas,

whether substantive or procedural, shall apply to the contract, and all statutory, charter, and ordinance provisions that are applicable to public contracts in the County shall be followed with respect to the contract.

5. Municipal and County government experience is desired, however, the County will make the final determination based on responses received and the evaluation process.
6. Have the capacity to acquire all bonds, escrows or insurances at outlined in the terms of this RFP.

II. Contract Period and Payment Terms

The contract period with the successful proposer shall begin immediately following formal approval of the Board of County Commissioners, anticipated to be April 2013, and continue through completion of work. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as need basis with Sedgwick County maintaining the final right of approval to determine applicability.

Payments for all specified service(s) and/or products to the successful proposer can be made with the following criteria taken into consideration:

- Successful completion of the service(s) or product(s) requested;
- Completion of any necessary forms and/or service results;
- Monthly receipt of a detailed invoice.

III. Insurance Requirements

Generic Requirements

Worker’s Compensation:	
Applicable State Statutory Employer’s Liability	
Employer’s Liability Insurance:	\$100,000.00
Contractor’s Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00

Liability insurance coverage indicated above must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, worker’s compensation and employer’s liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

IV. Indemnification

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act,

error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

V. Confidential Matters and Data Ownership

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

VI. Proposal Conditions

In submitting a response to this Request for Proposal, vendors hereby understand the following (if duplication exists, previous sections prevail):

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

All times indicated in solicitation document are Central Standard/Daylight as applicable.

VII. General Contract Provisions

The following appendix is language the County requires for all contracts that are entered in. If Duplication exists, previous sections prevail.

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

M. Final Considerations

1. For purposes of addressing questions concerning this RFP or for seeking alternative contract terms, the sole contact will be the County's Purchasing Department. Upon issuance of this RFP, employees and representatives (including elected officials) of the County must not be contacted regarding this RFP process. Failure to observe this restriction may result in disqualification of any vendor response. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.
2. The County will not consider the submission of unsolicited, additional terms, after the response deadline. This RFP and all written material received from the successful vendor will be incorporated into the contract between the County and the firm unless specifically superseded in the signed contract. All information becomes the property of the County and will be subject to the Kansas Open Public Records Act.
3. The County will not be liable for any costs incurred by vendors in the preparation and presentation of information submitted in response to the RFP or in the participation in demonstrations.

4. The County will not recognize any assignment or transfer of interest in the contract without written notice to and written acceptance by the County.
5. If Partnerships and/or subcontracting is used in order to meet the requirements and scope of work in this RFP, a prime vendor should be identified and the partners and subcontractors should be listed along with a statement of who will be responsible for providing what service, and a statement of the nature of any legal relationship. The proposal response should clearly delineate who will be the prime vendor for contracting purposes.
6. The terms outlined in this RFP must be guaranteed up to and through the negotiation of the final contract.

N. Response Form page one of two

Request for Proposal
CLASSIFICATION AND COMPENSATION STUDY
#13-0013

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAX PAYER I.D. NUMBER _____ STATE _____

INCORPORATED _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/purchasing.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

NEXT PAGE

N. Price Form page two of two

Request for Proposal
CLASSIFICATION AND COMPENSATION STUDY
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Payments will be made upon satisfactory conclusion of each stage of work. Sedgwick County would like to focus primarily on pay, however a secondary focus on benefits may be proposed in the fee/schedule planning as an alternative, if deemed necessary. Pricing must be all inclusive of terms, conditions, and scope within this solicitation. Sedgwick County reserves the right to select one or all phases depending on business need and budget constraint.

Phase	Cost	Days to Completion
Study without Benefits		
Study with Benefits		
Implementation		
Maintenance		

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document (including terms and conditions and general contract provisions through imbedded hyperlinks) and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____