

## **REQUEST FOR PROPOSALS**

### **PROPOSAL # 2022**

The City of Ashland will receive sealed proposals at the Ashland City Building, Legal/City Clerks' Office # 403, Fourth Floor, 1700 Greenup Ave. Ashland KY 41101, until 3 p.m. EST, February 10, 2022 for:

#### **The City of Ashland Classification & Compensation Study**

Applications for proposals, specifications, and other pertinent data are available on the City of Ashland's website and in the Human Resources Office, Third Floor #301 located at 1700 Greenup Ave. Ashland, KY 41101, contact: Human Resources Director Sean Murray, Phone: 606-385-3312. All proposal responses being mailed should be sent to P.O. Box 1839 Ashland, KY 41105. Proposals will be opened on Thursday, February 10, 2022 at 3:15 p.m. EST the Ashland City Building Board of Commissioners' Chambers, 1700 Greenup Ave, Ashland, Kentucky. Proposals must be received by the designated date and time, and none will be considered thereafter.

The City of Ashland, hereinafter referred to as the "City", reserves the right to reject any and all proposals received, and to select that proposal which it determines to be in its best interest. The award of this proposal will be made based on the Best Evaluated Proposal as permitted in KRS 45A.365.

All proposal forms, information, and specifications regarding this proposal are available from the Department of Human Resources. Proposers are to submit their proposal in a clearly marked and sealed envelope. The clearly marked and sealed envelope shall include the proposal number and description listed above. Make sure the shipping envelope has the proposal number listed clearly on the outside as well. The city is not responsible for the premature opening of, or the failure to open, a sealed proposal not properly addressed or identified. Proposers are invited to be present for the opening of the proposals submitted.

FOR THE CITY OF ASHLAND

Sean Murray, Director of Human Resources

## **GENERAL INSTRUCTIONS TO PROPOSERS**

### **A. OFFICIAL CLOCK**

Proposals will be accepted in the Legal/City Clerks' Office #403, 1700 Greenup Ave., Ashland, KY 41101. Proposals cannot be accepted at any other location. The official clock is the wall clock located in the City Board of Commissioners' Chambers, Third Floor, Ashland City Building 1700 Greenup Ave. Ashland, Kentucky.

### **B. CALCULATION ERROR(S)**

In the event of a calculation error on the proposal form, unit price shall prevail.

### **C. QUESTIONS AND ADDENDA**

The city offers this proposal. Proposers shall carefully examine this proposal and any addenda issued by the City. Proposers shall seek clarification of any ambiguity, conflict, omission, or other error in this proposal "in writing". Oral comments or communications do not form any part of this proposal offering. Questions should be addressed to Sean Murray in writing, (i.e. email), by 3:00 p.m. EST, January 30, 2022. Questions submitted after this date will not be answered. If the answers materially affect this procurement, the information will be issued in an addendum. Written communications should be addressed as follows:

City of Ashland  
Attn: Sean Murray  
**RE: Classification & Compensation Study**  
P.O. Box 1839  
Ashland KY 41105

### **D. RESPONSIBILITY OF PROPOSER FORM**

The City issues a Responsibility of the Proposer form that **MUST** be completed by the Proposer and attached to the proposal form for the Proposer to be considered for a proposal award. This is a mandatory form that must be attached to the proposal form and in accordance with KRS 45A.395, all information submitted thereon is deemed to be confidential and therefore exempt from Kentucky Open Records Law.

### **E. BASIS OF PROPOSAL AWARD**

The City has selected to award the proposal offering in compliance with KRS 45A.365 that allows the award to be made on the basis of:

- Lowest proposal price, or
- Best Evaluated Proposal

Total Cost	<u>40</u> %
Ability to provide all requested services directly vs. via sub-contract	<u>30</u> %
Experience/Customer Service/References	<u>15</u> %
Timeliness of services provided	<u>15</u> %

**F. RETENTION OF RECORDS**

The successful Proposer shall be required to maintain, for a period of five (5) years from the date of final payment to the Proposer, all books and records pertaining to this proposal offering.

**G. SUPPORTING DOCUMENTATION**

Proposers are encouraged to submit three (3) copies of the proposal, along with any literature, and other documentation to support the Proposer’s compliance with the specifications contained in this proposal package.

**H. PROPOSAL RETRACTION**

Proposers are advised that proposals submitted as part of this proposal offering may not be withdrawn for a minimum of 60 days following the public proposal opening unless circumstances justify consideration by the City of a release from this provision. Requests to withdraw a proposal must be in writing and received by the City within twenty-four hours of the public proposal opening.

**I. RIGHT TO REJECT AND AWARD PROPOSAL**

The City of Ashland, through its City Manager, reserves the right to: 1) accept the proposal in its entirety or to accept parts of multiple proposals; 2) reject any and all proposals received in response to this request for proposal; and, 3) to waive any formalities in this proposal offering. The award of a contract shall be at the sole discretion of the City. The award will be made to the responsible Proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth in this proposal package. The City may make the award without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Proposer can propose with respect to price, product, service, and technical capability. The contents of the proposal of the selected Proposer will become the basis for the City’s contractual obligation when the award is made.

**J. PROPOSAL IDENTIFICATION**

Proposers are to submit their proposal in a sealed envelope. The proposer is required to clearly mark their proposal materials with the proposal number and description set forth in the "Request for Proposals." This instruction is provided as a means to ensure proper delivery, handling, and public announcement of a Proposer's response at the official proposal opening date, and time. **Proposals in the form of e-mails, telegrams, telephone calls, facsimiles, or telex messages will not be accepted.**

**K. PROPOSAL SUBMISSION**

Prior to entering into a contract with the City, the successful Proposer(s) must provide the following information:

- 1) The name of every company bearing an interest in the proposed goods and services to be provided in this proposal offering.
- 2) The name, title, address and telephone number of individuals with authority to contractually bind the Proposer; and,
- 3) A designated person(s) who can be contacted by the City during the proposal evaluation period. This information shall include the person's name, title, address, telephone number, FAX number, and Internet E-mail address, if available.

**L. PRESENTATIONS AND DEMONSTRATIONS**

If, in the opinion of the City, Proposer presentations are desired as part of the evaluation process, the City will notify one or more of the responsive Proposers to make arrangements for the date, time and place for such a presentation.

**M. DISPOSITION OF PROPOSALS**

All materials submitted in response to this proposal offering will become the property of the City. One (1) copy of each proposal shall be retained for the official files and will become public record after the City makes an award, and thus open for public inspection. It is understood that the proposal will become a part of the official file without obligation on the part of the City, except as to the disclosure restrictions contained in 'O' below.

**N. DISCLOSURE**

In compliance with Kentucky Revised Statutes, Chapter 45A, and the Kentucky Open Records Act, trade secrets or proprietary information submitted by a Proposer in connection with this procurement shall not be subject to public disclosure. However, the Proposer must invoke this protection prior to or upon submission of, the data or other materials.

REQUEST FOR PROPOSAL FOR  
**Classification & Compensation Study**  
**City of Ashland, KY**

**I. OBJECTIVE**

The City of Ashland is requesting proposals from qualified consulting firms to conduct a classification/compensation study for the City in accordance with the terms, conditions, and instructions set forth in the Request for Proposals (RFP). The expected result of this proposal is to secure professional services that will make recommendations for updating the City's classification/compensation plan and related compensation policies.

The provider will submit a final report that contains a detailed road map outlining current commendable practices and highlighting the highest impact opportunities and projected benefits (both financial and for employees) such as options to manage and implement a sustainable performance pay program, best methods or options to reward longevity of employees, analysis/recommendations for: 1) Paid Time Off (PTO) versus traditional vacation & sick leave; 2) Compensation Time; 3) Allowance of vacation (or PTO) based on time served (current policy) vs vacation (or PTO) based on hierarchy, or a combination of both; 4) impact or viability of establishing \$15 per hour as the lowest hourly pay for full-time employees.

The City invites qualified providers to submit proposals for conducting a classification and compensation study for a workforce of approximately three hundred (300) employees. The City is seeking to enter into a contract for these services with relevant work being completed no later than within a reasonable time to allow for implementation of recommendations for the 2022-2023 fiscal year budgeting process. During the budgeting process the provider will collaborate with the City to ensure the potential fiscal impact of the provider's recommendations may be addressed concurrently.

**II. BACKGROUND**

The City employs approximately two hundred twenty-five (225) classified regular full-time employees, approximately seventy-five(75) unclassified regular full-time employees and approximately fifty (50) unclassified regular/part-time employees, with approximately one hundred fifty (150) job classifications, and a salary schedule which provides approximately thirty (30) separate salary ranges. The provider should provide sufficient information in their written proposal to demonstrate their ability to provide the requested services given this information.

**III. SCOPE OF WORK TO BE PERFORMED**

- 1) Classification Designation** - Determine, designate and recommend job classification title updates (as necessary) that are reflective of the most up-to-date

technology and nomenclature used in both the private and public sector workplace today.

- a. Classification System – Develop and recommend a point-factor evaluation or equivalent system, network and organization of classification designations and titles that is cohesive, comprehensive, fully integrated, and thorough and which is easily adaptable and flexible to future growth and change in technology, practice, and procedure. Develop and recommend a system for the evaluation or re-evaluation of proposed or existing positions to maintain a cohesive and fully integrated classification system.

**2) Compensation Study** – The City is committed to implementation of a competitive pay system on an employer-wide basis. All RFP submissions, reports, analyses, evaluations, measurements and recommendations shall be compatible with the factors listed in previous section to include longevity performance pay and evaluation

- a. Compensation Survey - Conduct a comprehensive survey of the labor market equivalents among public and private sector employers within all comparable and competitive geographic limits, including but not limited to the FIVCO ADD District and subsequent region. Criteria, reason and rationale for the selection of equivalents must be clearly articulated.

Recommendations may include, but are not limited to, changes in methods of service delivery, elimination of services, changes in staffing configuration, consolidation of resources and changes in job descriptions.

The vendor will balance data-driven analysis with extensive in-person research. Vendor, to assist the City in the collection of data, and will provide an electronic spreadsheet.

To ensure a comprehensive review, the vendor will be available to conduct in-person interviews with approximately 20-30 people who reflect a wide range of roles and responsibilities in the City. The City will work with the vendor to determine interviewees. The vendor may be asked to supplement the in-person interview process by conducting online surveys for staff and administrators.

**The vendor will provide benchmarking analysis of the data and City practices.**

After the vendor has established an understanding of current City practice, the vendor will conduct a number of comparisons including:

- Staffing comparisons to like communities
- Comparisons to local and regional market from which employees may be recruited for the City

- Comparisons to similar sized regions in the Commonwealth and any other relevant geographically competitive region

### **3) Deliverables**

After the analysis is completed, the vendor will produce a report. The vendor must have a well-developed approach and timeline to the change management process to increase the chance of a successful implementation.

The vendor may also be asked to present the findings to the City to ensure full understanding of the vendor's recommendations. This process will provide a targeted, practical road map for creating a structure that is efficient and effective.

### **4) Consulting Team**

For this process, the vendor will provide a team of experienced consultants with demonstrated strengths in analytical ability, knowledge of best practices, and change management. Lead consultant must have experience conducting such reviews. The firm must have worked in similar capacity in similar sized public and private entities. Proposal must include at least five (5) clients who have implemented recommendations, including contact information.

### **5) Pricing**

Pricing shall include all expenses, such as travel time, airfare, hotel, postage, printing, and supplies, and shall include a not-to-exceed cost guarantee.

**City of Ashland  
Classification & Compensation Study  
Proposal Form**

This form must be completed and attached to the RFP documents to bid on the proposal.

**PROPOSAL OF:** \_\_\_\_\_

**PROPOSAL TO:** City of Ashland

**PROJECT NAME:** Classification & Compensation Study

**RFP NUMBER:** 001-20

**SOLICITATION DATE:** \_\_\_\_\_

**PROPOSAL OPENING:** **February 6, 2020 at 3:15 p.m. EST**

**I. Classification Study**

Job Audit: \$ \_\_\_\_\_

Classification Designation: \$ \_\_\_\_\_

Job Descriptions: \$ \_\_\_\_\_

Classification System: \$ \_\_\_\_\_

**II. Compensation Study**

Compensation Survey \$ \_\_\_\_\_

Compensation Plan \$ \_\_\_\_\_

Compensation Plan Maintenance \$ \_\_\_\_\_

**Total Proposal Price** \$ \_\_\_\_\_



**RESPONSIBILITY OF BIDDER FORM**

**This form must be completed in full and submitted with bid. Misrepresentation or failure to complete will automatically disqualify bid. All information is confidential and exempt from the Open Records Law, pursuant to KRS 45A.395.**

**NAME** \_\_\_\_\_ **Phone#** ( ) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
Street or PO Box City State Zip Code

1. Type of services/supplies provided in normal course of business: \_\_\_\_\_  
2. Length of time in business: \_\_\_\_\_ 3. Experience in providing bid-required services/supplies: \_\_\_\_\_

4. Currently a party/defendant in lawsuit(s)? ( ) Yes ( ) No If yes, explain. \_\_\_\_\_  
5. State past history as party/defendant in lawsuit(s) \_\_\_\_\_

6. Name of contract/product liability insurance  
Carrier: \_\_\_\_\_ Limits: \$ \_\_\_\_\_

7. If construction bid:  
(a) How many other projects currently ongoing? \_\_\_\_\_ (b) how many bids currently submitted elsewhere? \_\_\_\_\_  
(c) Have books been audited by CPA? ( ) Yes ( ) No  
Date of last audit \_\_\_\_\_

\* 8. City of Ashland Occupational License No. \_\_\_\_\_  
9. List of reference (public or private) and contact person for whom similar services/supplies provided: \_\_\_\_\_  
Name of Firm/Address/Contact Person (s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Note: If more space is needed, please attach separate sheet(s).**  
**I, \_\_\_\_\_, do solemnly swear that to the best of my knowledge and belief the above is true and accurate statement of facts.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**State of** \_\_\_\_\_  
**County of** \_\_\_\_\_

**Sworn to and subscribed before, me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, 22**  
**My commission expires \_\_\_\_\_ Notary Public**

**\* Required by City of Ashland Code of Ordinances**