

Request for Proposals

Personnel Policy & Salary Study for Northumberland County, Virginia

RFP# 20-051120

Northumberland County
72 Monument Pl./P.O. Box 129
Heathsville, VA 22473

REQUEST FOR PERSONNEL POLICY AND SALARY STUDY

Northumberland County, Virginia is currently accepting proposals from qualified firms for Personnel Policy and Salary Study.

A full copy of the request for proposals package is available at www.co.northumberland.va.us.
Proposals are due on **May 11, 2020 at 2:00 PM.**

Northumberland County, VIRGINIA RFP#20-051120

Personnel Policy and Salary Study Services

GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Luttrell Tadlock at ltadlock@co.northumberland.va.us at least five days working days before the deadline.

Answers will be posted in addendum form on the Northumberland County web site at least 48 hours prior to the deadline. It is the offeror’s responsibility to obtain addenda.

Seven bound, single document are to be delivered by the deadline to the location indicated below along with one pdf/word edition on a memory stick. Proposals are to include a completed cover sheet form.

Proposals will be received until the time listed on the cover sheet. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Postmarks will not be considered.

Proposal Submittal (hardcopy or electronic proposals allowed): Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA 22473. The returned envelope or package should be clearly marked with “RFP-20-051120: Personnel Policy/Salary Study” on the lower left corner of the return envelope or package. For hand delivery options, please contact the County Administrator’s Office at 804-580-7666. At this time our office is closed to the public due to the COVID-19. Due to the COVID-19 situation, proposals may also be submitted Electronically to Luttrell Tadlock at ltadlock@co.northumberland.va.us. For any electronic/email submission, please place in the subject line “RFP-20-051120: Personnel Policy/Salary Study”.

In compliance with this Request For Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Business Name (print)		Federal Taxpayer Number (ID#)	SCC ID Number
Business Common (trade) Name and Address for PM Location		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Proposed Project Manager Name		Title	PELSCIDLA Registration Number
Telephone Number	Fax Number	Toll Free Number	E-mail Address

I. PURPOSE:

Northumberland County, Virginia is seeking the services from qualified respondents that are available and willing to provide personnel consulting services as described herein.

II. BACKGROUND:

Northumberland County, Virginia (population 12,330) is located in Virginia's tidewater region along the Chesapeake Bay and between the Potomac and Rappahannock Rivers. The County has great natural beauty and is a pleasant environment where its residents live, work, and play.

The County operates under the traditional Board of Supervisors-County Administrator form of government with all five Board members elected from respective districts. The County provides the usual and customary array of services the residents a small rural Virginia county need and desire.

III. CURRENT POLICIES AND DOCUMENTS:

A listing of current policies and documents and descriptions may be obtained by interested respondents from the County Administrator's Office located at 72 Monument Pl., Heathsville, VA 22473; 804-580-7666; or by contacting Luttrell Tadlock at ltadock@co.northumberland.va.us.

IV. SCOPE OF WORK:

The following scope of work is envisioned:

1. Element I- Personnel Policy Update and Improvement

- i. Objective - Focused review of key County policies to ensure compliance with personnel law for County offices (including the Administrator's Office, Office of Building & Zoning, Sanitary District, Department of Emergency Services, Maintenance/Janitorial/Debris Site, and IT)
- ii. Tasks Envisioned- Review existing personnel policy and recommend improvements. The scope of which might involve recommendations on a full replacement of the current policy document. Recommendations on departmental specific policies should also be examined. Recommendations on leave accrual and carry over should also be examined.
- iii. Deliverable- Proposed revised/updated/replacement Personnel Policy

2. Element II- Job Descriptions

- i. Objective- Update all County job descriptions (approximately 35 individuals) for the following County offices: Administrator's Office, Office of Building & Zoning, Sanitary District, Department of Emergency Services, Maintenance/Janitorial/Debris Site, and IT.
- ii. Tasks Envisioned- Review position classifications for:
 1. Compliance with FLSA exempt/non-exempt classification and ADA regulations
 2. Applicable laws and regulations
 3. Alignment with industry best practices
 4. Consistency in format and application throughout the organization
 5. Engage department heads and employees in the development of updated job descriptions
 6. Lead the development and implementation of improved job descriptions.

- iii. Deliverable- Proposed new job descriptions for all full-time and part-time employees.

3. Element III- Salary Study

- i. Objective- Assuring internal equity and understanding external competitiveness for full-time and part-time County and Constitutional Office employees. **This includes approximately 120 individuals.**
- ii. Tasks Envisioned-
 1. Facilitate agreement on the list of local and comparable public sector employers that would be surveyed.
 2. Perform a market survey on employee compensation that includes pay and benefit components.
 3. Review compression issues and recommend actions to avoid or alleviate issues such as recruiting and retaining talent.
 4. Compare current pay practices and philosophy to provide recommendations regarding program changes and/or practices to remain competitive including rewards for education and/or certifications.
 5. Design an implementation strategy with the full fiscal impact clearly explained.
 6. Provide necessary documentation and other materials for the County to maintain the system independently of the consultant following approval of the job evaluation/compensation plan.
- iii. Deliverable-
 1. Written report summarizing tasks performed, recommendations and implementation strategy
 2. Updated pay and classification plan document

V. SUBMITTAL:

Due to the COVID-19 situation, proposers may submit proposals by hardcopy or by electronic means. Proposers submitting hard copies shall mail seven (7) identical hard copies and one (1) digital copy in pdf format on a memory stick by the due date and time to the location indicated on the cover sheet. All proposals are to be submitted in a sealed envelope. **“RFP-20-051120: Personnel Policy/Salary Study”** should be clearly marked in the lower left hand corner of the envelope. It is the responsibility of the Respondent to ensure that their proposal reaches the appropriate office prior to the due date and time. Responses received after the date and time of closing will be considered nonresponsive. In the event that the Northumberland County offices are closed due to inclement weather prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time.

If submitting a proposal by electronic means due to the COVID-19 situation, please email the proposal to Luttrell Tadlock at ltadlock@co.northumberland.va.us with **RFP-20-051120: Personnel Policy/Salary Study** in the subject line.

Proposals should be prepared simply and economically, providing a complete and concise description of capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be placed on completeness and clarity of content.

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified shall be sealed and submitted prior to the proposal

submission deadline.

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the County's web site. It is the responsibility of the prospective Respondent(s) to check the website for updates. The County will extend the deadline if it issues an addenda less than 48 hours before the deadline.

Northumberland County may cancel this Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement or reason why a particular proposal was not deemed to be the most advantageous.

Proposals submitted in response to this request for proposals are to contain the following information:

1. Name, address, telephone number of the firm;
2. Description of the firm (corporation, partnership, etc.) and year established, State of incorporation, if any, and type of ownership. Name(s) of all partner(s), principal(s) and/or owner(s) of the firm;
3. Names and biographies (or resumes) of the project manager and actual staff that will work on this project as well as a brief description of the role each will play;
4. Name, title and business address of person responsible for submitting the proposal;
5. Listing of any subcontractors, if any, and the scope of work they will perform;
6. A written statement describing the scope of work as understood by the Respondent. This should include a description of the approach, means, methods and procedures to be employed to gather data, analyze findings, and develop recommendations as requested;
7. Description of the scope of involvement of the County staff;
8. Narrative proposal on what approach and techniques the consultant will use in identifying and evaluating information provided;
9. Narrative proposal on scope of work as identified above;
10. Description of the process the consultant will use and a copy of the forms, questionnaires and instruments used or proposed for use in this study;
11. An initial consultant-proposed listing of employers that would be asked to participate in any benchmarking survey(s) needed to support this project;
12. An estimate of time to complete the project and a proposed timeline of work tasks, with the date of final completion of the project. It is expected the work will commence as soon as possible.
13. A breakdown of the firm's rates, fees and charges for services, by phase and for total project, and a proposed payment schedule; and,
14. At least three references, including individual contact name, name of company and phone number that the County may contact regarding job evaluation/compensation system in a small governmental organization with preference to Virginia agencies, municipalities or counties in the County's market area,
15. A digital copy of the final report package for three projects completed by the proposer over the last five years that matches that in the envisioned scope of work articulation. Factors to consider in selecting the firm include involvement of the project manager, proximity to Northumberland County, work for another Virginia County (or other local government), and a project scope that goes beyond the usual "pay and class" consulting effort.

VI. AWARD CRITERIA:

Northumberland County will use all facts, information, and data available to finalize its evaluation of the responses to this RFP. Failure of the Respondent to provide any information

requested may result in disqualification of the proposal. The sole objective will be to award a contract to the Respondent whose proposal is most responsive and most advantageous to the needs and goals of Northumberland County. Each Respondent submitting a proposal in response to this RFP will be notified in writing as to acceptance or rejection of their proposal.

The award will not necessarily be based on the lowest maximum fee proposed. The technical evaluation and ranking of proposals shall be accomplished utilizing the following criteria:

1. Previous background and experience relevant to this RFP, including services provided to similar type and sized clients.
2. Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation, and conducting and analyzing salary survey and benefits data.
3. Thoroughness of material submitted, including the proposed work plan and type of service provided.
4. Consultant's conceptual approach and process related to scope of work as well as the ability to manage and coordinate the project effectively with County staff.
5. Qualifications of project staff, include internal staff and/or staff that may be involved in duties being outsourced.
6. Cost of services proposed. Fee proposals should outline fees for each discrete element of the study and categories of direct expenses that are not included within the fee proposal and an estimated budget for these expenses.
7. Projected time frame, from beginning to a prompt project completion date.
8. References should be from agencies that are near or similar to Northumberland County and/or projects similar in nature.

The County reserves the right, at its sole discretion, to reject any and all proposals. Any contract awarded for services shall not become effective until approved by Northumberland County.

VII. QUESTIONS AND CLARIFICATIONS REGARDING THE RFP:

Routine questions or requests for information should be submitted in writing to Luttrell Tadlock at ltadlock@co.northumberland.va.us by no later than 5:00 PM on May 4, 2020. Telephone communication with the County regarding the RFP is discouraged, and it is an explicit provision of this Request for Proposal that any oral communication shall not be binding on the County's proposal process or award of any contract. All written questions and inquiries will be answered in writing by the County in the form of an RFP addendum posted on the County's web site (www.co.northumberland.va.us). It is the responsibility of the prospective Respondent(s) to check the website for updates.

All exceptions shall be clearly identified in writing prior to or concurrent with the Proposer's response to this RFP. The written explanation shall include the scope of the exceptions, ramification of the exception for the County, and a description of the advantages to be gained by the County as a result of the exceptions. The County reserves the right to accept or reject any exceptions.

VIII. ETHICS IN PUBLIC CONTRACTING:

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by the County.

The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.1-348 et. seq.), the Virginia Governmental Frauds Act (§18.2-498.1 et. seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

IX. HOLD HARMLESS CLAUSE:

The Respondent shall, during the term of the contract, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the Respondent or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation, or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

X. TERMINATION:

Subject to the provisions below, an awarded contract may be terminated by the County upon thirty days advance written notice to the other party. However, 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 County until said work or services are completed and accepted.

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

2. Termination for Cause – Termination by the County for cause, default, or negligence on the part of the firm 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.

3. 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 Respondent 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.

XI. QUALIFICATIONS OF RESPONDENT:

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Respondent to perform the services. The Respondent shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect the Respondent's physical facilities prior to award to satisfy questions regarding the Respondent's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Respondent fails to satisfy the County that such Respondent is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

XII. NON-DISCRIMINATION TOWARD RESPOND

Local, minority-owned, and female-owned firms are encouraged to respond. Northumberland County is an Equal Opportunity Employer. Northumberland County complies with the Americans with Disabilities Act of 1990; and the Age Discrimination and Employment Act. The County requires that Respondents also comply accordingly.

A proposal or Respondent shall not be discriminated with regard to solicitation or award of a contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment.