

REQUEST FOR PROPOSALS (RFP)
FOR
COMPENSATION PAY-RATE COMPARISON STUDY

PURPOSE

The City of Wapakoneta, Ohio is seeking proposals from qualified consultants to conduct a comprehensive compensation pay-rate study to address employee recruitment and retention.

OVERVIEW

The City has 137 employees (89 full time, 48 part time); 89 employees are offered insurance. The study will be managed by the Director of Public Service and Safety with assistance from a staff liaison.

BACKGROUND

The City of Wapakoneta does not possess a record of any prior compensation pay-rate studies in which to use as a comparative base-line. There are also four (4) active collective bargaining unit compensation agreements in effect with City collective bargaining unit personnel.

SCOPE OF WORK

The City of Wapakoneta seeks proposals from consultants experienced in employee compensation pay rate comparison studies to assist the City in evaluating and assessing our current pay rates. The scope of work will include, but is not limited to, the following:

- Meet with the City to review, discuss and finalize project goals, process, schedule, and other administrative duties.
- Review and analyze existing pay rates per each job description.
- Identify comparable organizations and competitive labor market comparisons for each position classification and conduct a full compensation survey complete with recommendations.
- Identify recommendations for review and propose implementation methods to address concerns.
- Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis.
- Present rationale for recommendations in brief written report.

TIMELINE

- **Proposals must be received by 12:00 noon, Monday, July 25, 2022. PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.**
- Project is to be completed by October 10, 2022

SPECIFICATIONS

Bidders are requested to present the following information which will be utilized in the evaluation of RFP responses:

- Provide name and contact information.
- Location of the office from which the work is to be done.
- Detail the scope of services your company would offer and how your firm would accomplish the work described.

- Provide a brief overview of your firm and how it differs from your competitors.
- Provide the name and contact information of the primary contact, as well as, other key consulting staff who will be assigned to our account. Describe their relevant work experience, credentials, and the role they will play on our account.
- Outline your ability to provide expertise and experience in the areas of compensation pay rate comparison surveys, especially for local government entities.
- Description of the approach and plan for performing services outlined in the Scope of Work above, including:
 - Statement of Methods and Procedures – a detailed description of the plan for accomplishing the work including the methodology used to gather the data.
 - Content of Work Product – describe how the work product will be presented upon completion. Provide a "spreadsheet" sample of how the information will be presented or a copy of a previously completed similar study. Include information that the City will need to provide to enable the work to commence.
 - Work Schedule – provide a time line indicating status and completion dates and indicate key tasks for implementation of the proposed plan.
 - Provide at least three references of equivalent clients (similar local government employee size). Include the contact name, address, phone number, email, and the number of years you have provided consulting services to this client.
 - Fee Schedule – provide a detailed fee schedule outlining the services as presented in your proposal. If the proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.
 - Proposed process of a Compensation Pay Rate Comparison with the recommended target market.
 - A sample contract requested to be used, if selected, by the City. The City of Wapakoneta reserves the right to require its own contract or contract terms including, without limitation, terms generally used by the City or required by the State of Ohio or Federal law, or otherwise protective of the City of Wapakoneta or that which is deemed helpful.

SUBMITTAL GUIDELINES

Proposal Content: The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the City of Wapakoneta may request firms to answer further questions about their proposal.

The City of Wapakoneta has the right to select any proposal it may choose or none at all in its sole discretion based on any requirements it chooses.

This request for proposal (RFP) is issued by the City. All proposals should be delivered to:

The City of Wapakoneta
Human Resources
701 Parlette Court
Wapakoneta, Ohio 45895

or delivered electronically to: cschallenberg@wapakoneta.net

Mailed and delivered proposals shall be delivered in sealed envelopes marked on outside of package, and emailed proposals shall be delivered with subject line as follows:

“Wapakoneta 2022 Compensation Pay-Rate Comparison Study RFP”.

Proposals must be received by 12 noon, Monday, July 25, 2022.

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RIGHT TO REJECT PROPOSALS

The City reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All reports rendered to the City shall be the exclusive property of the City of Wapakoneta.

PROFESSIONAL LIABILITY INSURANCE

Coverages of no less than \$1,000,000 per occurrence, \$1,000,000 aggregate; professional liability insurance \$1,000,000 per loss, \$2,000,000 aggregate, worker's compensation, and employer's liability insurance, if applicable. A certificate evidencing such coverage shall be provided to the City, if requested.

TERMINATION

The City reserves the right to cancel the whole or any part of a contract issued in response to this RFP due to failure of the Contractor to carry out any term, promise, or condition of the contract. The City will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract. Termination without cause will be 30-days' notice by either party.

NOT A CONTRACT

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.

This RFP is also available on our website: www.Wapakoneta.net