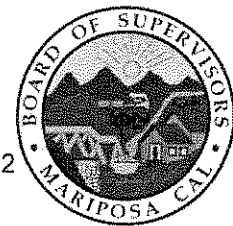




MARIPOSA COUNTY

Human Resources/Risk Management • (209)966-3222



RESOLUTION - ACTION REQUESTED 2013-509

MEETING: November 12, 2013

TO: The Board of Supervisors

FROM: Tessa Pritchard, Human Resources Director/Risk Manager

RE: Compensation RFP

RECOMMENDATION AND JUSTIFICATION:

Review and approve the Request for Proposal (RFP) to provide a compensation study for the County of Mariposa. A comprehensive compensation study has not been conducted for Mariposa County in at least twenty-five years.

A compensation study will allow the County to determine if its salary and benefit structure is appropriate or may need adjustment. The study would determine compensation that is commensurate with assigned duties, provide justifiable pay differentials between individual classes and provide recommendations that maintain parity with relevant labor markets. The compensation study would also include a component that would involve training County staff in maintaining an appropriate salary structure in the future as positions are added and deleted. Any recommended proposal will be brought before the Board for approval.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During part of the budget hearings for Fiscal Year 2013-2014 the board recognized the need for this study and approved funding in the Human Resources Budget in the amount of \$25,000 for a compensation study.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the Request for Proposal. Mariposa County will not have justifiable information as to the appropriateness of the composition of its salary and benefit structure.

ATTACHMENTS:

Mariposa Compensation RFP (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Rick Benson, County Administrative Office

RESULT: ADOPTED [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Lee Stetson, Merlin Jones, Kevin Cann, John Carrier
EXCUSED: Janet Bibby

**REQUEST FOR PROPOSAL
TO PROVIDE A COMPENSATION STUDY
FOR THE COUNTY OF MARIPOSA**

BACKGROUND

Mariposa County is located 37 miles east of the City of Merced and is bordered by Tuolumne County to the north, Merced County to the west, Mono County to the East and Madera County to the south. Much of Yosemite National Park, including all of the Yosemite Valley, lies within the County's borders. Mariposa County is one of the least populated counties in the State with a resident population of approximately 18,000 people.

Mariposa County employs approximately 375 full-time equivalent employees. A copy of the County's current position allocation list and salary schedule is attached for your reference.

PURPOSE

An external compensation study conducted by a consulting firm has not been performed for the County in at least 25 years. The new compensation plan should recognize changes in service performance levels by County staff, ensure compensation that is commensurate with assigned duties, provide justifiable pay differential between individual classes and maintain parity with relevant labor markets.

SCOPE OF SERVICES

Mariposa County requests proposals from highly qualified and experienced consulting firms to design and conduct a comprehensive compensation study and analysis for the County's permanent employees, including Department Heads. Mariposa County anticipates that the study will involve, but not be limited, to the following:

- Review of current compensation including all benefits and report comparing Mariposa County total compensation with comparable counties.
- Review of current listing of comparable counties and recommendation of changes as necessary.
- Orientation and briefing sessions as needed for the study.
- Recommended salary benchmarks in conjunction with relevant benchmark classifications.

- Internal salary relationship analysis including the development of appropriate internal relationship guidelines (internal equity).
- Assessment of compensation systematically in relationship to comparable counties.
- Written documentation of methods, techniques, and data used for the study for the assessment of each position.
- Meetings with the Board of Supervisors and the public in order to present information and recommended findings.
- Training County staff in the methodology used to systematically assess job classifications in order to maintain internal compensation equity in the future when adding, changing, or deleting classifications.
- A manual and electronic version of the final copy of the compensation study.
- Documentation of procedures for appropriate implementation and maintenance.
- Recommended amendments to the County's compensation plan.

CONSULTANT QUALIFICATIONS/REQUIRED PROPOSAL CONTENT

The consultant shall be responsible for preparing an effective, clear, and concise proposal. All proposals must contain the following information:

- A brief cover letter describing the firm's organization and services. Include the primary contact. Address any qualifying statements or comments regarding the proposal. The signed letter should include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work.
- Number of years the company has been conducting compensation studies for public agencies.
- Consultant's understanding of the services to be provided.
- Summary of five similar studies conducted for public agencies of similar size during the past five years. Include names, addresses, email addresses and phone numbers of a contact person at the client agency for reference checking purposes.
- Resumes of experience and education for all staff to be assigned to this project.
- Complete description of compensation methodology including study objectives, end products, processes, steps and procedures.
- Detailed work plan. Include a step-by-step study process, which includes an itemization of the tasks to be performed, an estimated number of hours, and the timeline for completing each step. Include also the plan for communications.
- A statement indicating any information consultant may require from County staff and any other County staff assistance that may be needed.

- Description, if applicable, of how County support staff and services are expected to be used in the project.
- Project timing. A project schedule should be supplied identifying beginning and end dates for each phase of work and an integrated timeline.
- Fee proposal and reimbursable expenses. The fee schedule shall include the hourly rate for each personnel category and other additional charges to complete the services required of the contract. Provide a list of any reimbursable expenses that may apply. The County will use the fee proposal in the selection process, reserves the right to negotiate the final fee with the consultant, and will not consider any additional expenses or fees not identified in the proposal.
- The consultant shall coordinate activities through and report to the Human Resources Director/Risk Manager or designee.

SOLICITATION CAVEAT

The issuance of this solicitation does not constitute an award commitment on the part of the County, and the County shall not pay for costs incurred in the preparation or submission of proposals. The County reserves the right to reject any or all proposals or portions thereof if the County determines that it is in the best interest of the County to do so.

Failure to furnish all information requested or to follow the format requested herein, or the submission of false information, may disqualify the proposer, at the sole discretion of the County. The County may waive any deviation in a proposal. The County's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations.

PERIOD OF PERFORMANCE

The compensation study shall be completed and copies of the final report prepared and presented to the Human Resources Director/Risk Manager no later than three (3) months from the date the agreement is entered into.

KEY CONSIDERATIONS & EVALUATION CRITERIA

- Consultant's demonstrated expertise in classification and compensation studies on behalf of clients similar to Mariposa County.
- Perceived ability of the consultant to meet the needs of Mariposa County including, but not limited to, ability of the consultant to perform high quality work, costs of services and ability to control costs.
- Consultant's availability and accessibility to work within the proposed schedule.

- The experience, professional credentials and references of those persons who will actually be conducting the study.
- Consultant's conceptual approach and process related to customer service as well as how the project will be managed and consultant's ability to work effectively with County staff.

PROPOSAL FORMAT AND INSTRUCTIONS

Consultants who submit a proposal may be required to make an oral presentation to the County. The County Board of Supervisors reserves the right, at their sole discretion, to reject any and all proposals. Any contract awarded for services shall not become effective until approved by the Board of Supervisors.

To be considered, consultants must submit a complete response to the RFP. Each RFP must include eight (8) copies. RFP's must be signed by an official authorized to bind the consultant to its provisions. Quotations must include a statement as to the period during which the quotation remains valid. This period must be at least sixty (60) days.

Completed proposals must be received by the Mariposa County Human Resources/Risk Management Department on or before **January 3, 2014** at the following address:

MARIPOSA COUNTY HUMAN RESOURCES/RISK MANAGEMENT

Attn: Compensation Study RFP

P.O. BOX 1917

MARIPOSA, CA 95338

NO LATE SUBMITTALS WILL BE ACCEPTED

PRE-QUOTATION ASSISTANCE

Questions relative to the development of a Quotation or for additional clarification should be submitted in writing to Tessa Pritchard, Human Resources Director/Risk Manager, at P. O. Box 1917, Mariposa, CA 95338 or (209) 966-5147 (fax) or tpritchard@mariposacounty.org (email).

MARIPOSA COUNTY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The objective of the Mariposa County Equal Employment Opportunity Program is to ensure nondiscrimination in employment and whenever possible to actively recruit and include for consideration for employment minorities, women and persons with disabilities. The objectives and purposes of the Mariposa County Equal Employment Opportunity Program are extended

to, and apply to, all purchases, leases and contracts for goods and services to be obtained or secured by Mariposa County and its departments.