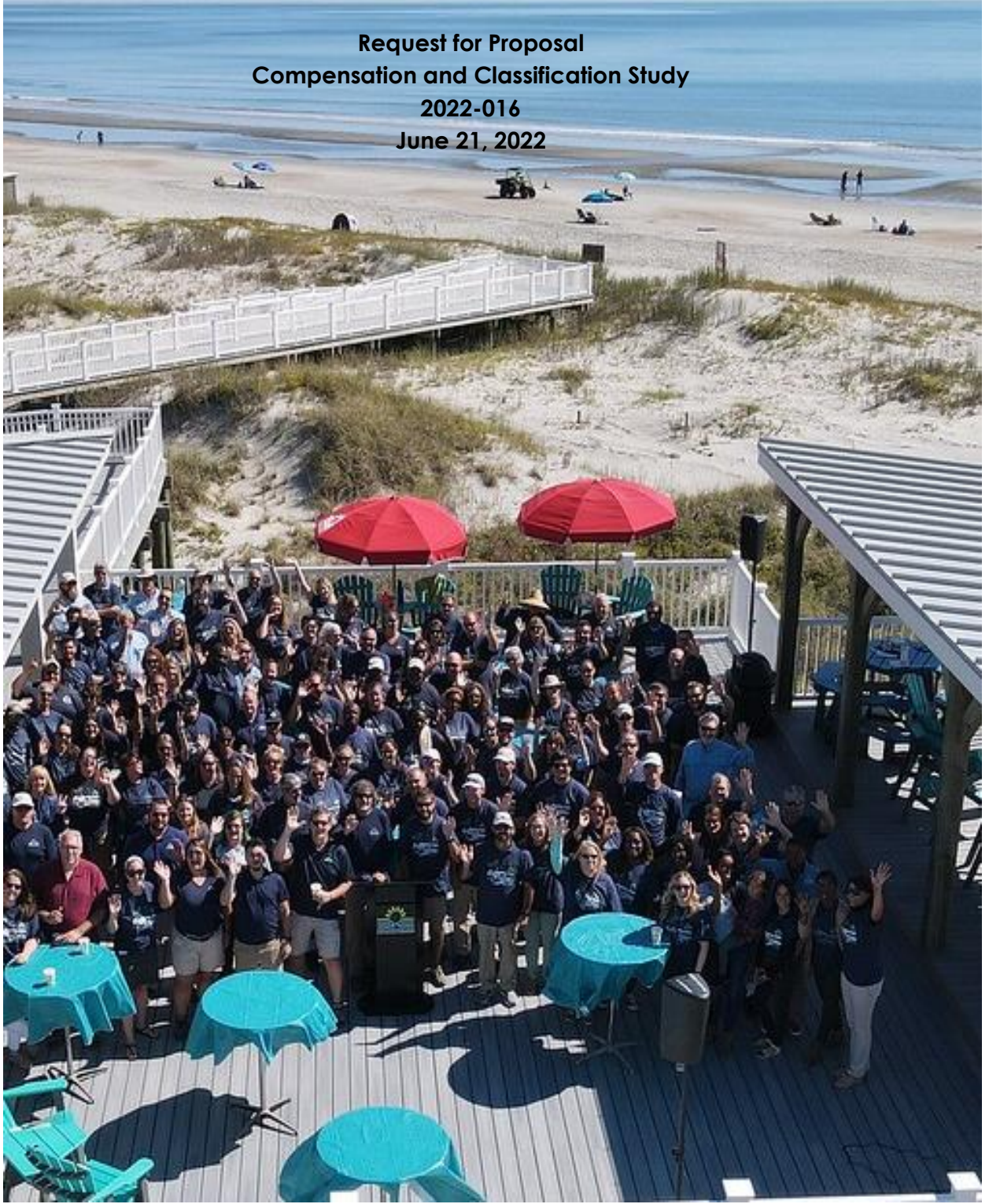




**Request for Proposal  
Compensation and Classification Study  
2022-016  
June 21, 2022**



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## Introduction

Charleston County Park and Recreation Commission (CCPRC) represents one of the most unique park and recreation agencies in the state of South Carolina. As a Special Purpose Public Service District created in 1968, we are a separate governmental entity and not a department or division of Charleston County Government, nor the State of South Carolina. Our mission is to improve the quality of life in Charleston County by offering a diverse system of park facilities, programs and services. The large park system features over 11,000 acres of property and includes four-day parks, three beach parks, three dog parks, two landmark fishing piers, three waterparks, 19 boat landings, a climbing wall, a challenge course, a historical plantation site, an interpretive center, an equestrian center, cottages, a campground, a marina, as well as wedding, meeting and event facilities. The park system also offers a wide variety of recreational services – festivals, camps, classes, programs, volunteer opportunities, and more.

The park system enjoys a large customer base consisting of primarily the local community. The annual park visitation is in excess of 2,800,000 throughout the park system. Consultants are encouraged to visit our website at [CharlestonCountyParks.com](http://CharlestonCountyParks.com) to learn more about our park system.

## Purpose of the study

CCPRC is seeking to award a one-year contract (with four annual renewal options) to a capable Consultant to prepare a Compensation and Classification Study. The purpose of the study is to evaluate CCPRC's current compensation (wages and benefits) and classification program for 183 full-time positions, compare it with comparable organizations and provide recommendations and strategies to be more competitive and attract and retain qualified talent.

## Scope of Services

The study should be completed within 4 months upon commencement of work with a rough draft due within the first 90 days and include the following scope of services:

### 1. Classification and Compensation Study

CCPRC offers salary and hourly wages for positions in the Park and Recreation industry, education, human resources, finance, marketing, property planning and development, customer service, sales and information technology. Each position has an established minimum and maximum salary/wage range and is grouped with similar positions based on responsibilities and duties. Compensation is based on newly hired employee's pay, promotions, demotions, reclassifications, lateral moves, lateral promotions, longevity, merit and cost of living adjustments in accordance with CCPRC polices. The study should provide the following:

- a. **Salary/Wage Comparisons-** Conduct a competitive analysis of salaries/hourly wages for full-time positions at CCPRC with other comparable government entities and private employers utilizing the most recent data available

- b. **Classification Study** - Establish appropriate benchmarking for each full-time position in our agency and classify positions together with similar level of complexity, responsibility, and knowledge, skills, and abilities while taking into consideration internal parity by position
  - c. **Salary Table** – Utilize CCPRC job descriptions, organizational charts and other relevant data to formulate a salary table. The table should be made up of salary grade levels with minimum and maximum ranges
  - d. **FLSA Analysis** – Conduct an analysis of each full-time position FLSA exempt/non-exempt classification
  - e. **Compensation Policies Analysis and Recommendations**- Provide an analysis of CCPRC’s salary/wage policies and provide recommendations
  - f. **Full-time Employees Pay Analysis** - Evaluate full-time employee pay and make recommendations
  - g. **Pay Incentive Plan**- Provide examples to developing a pay incentive plan according to industry standards for employees who possess or acquire higher education levels or unique skills (i.e. bilingual) relevant to the position
  - h. **CPI and ECI Reports**- Provide Consumer Price Index and Employment Cost Index annually in January
  - i. **Training** - Conduct training sessions and documentation to CCPRC leadership to ensure that they can explain and administer the compensation program
  - j. **Formal Presentation** - Deliver a formal presentation of key findings in the study, recommendations and compensation options with costs to the Charleston County Park & Recreation Commission once the final study has been accepted by the Executive Director
  - k. **Classification Pricing** – Provide a proposal with the costs for ongoing services in year 2-5 to classify and reclassify positions when requested
2. **Benefits Survey** – Conduct a benefits survey and provide the findings. The survey should compare CCPRC’s benefits package and how it is used to recruit with comparable organizations as defined by CCPRC. The survey should analyze the following benefits:
- Health insurance (medical, dental and vision) coverage including a general outline of the program(s) and any employee contributions toward the cost of the benefit
  - Wellness program offerings including paid gym memberships
  - Flexible spending account (medical and dependent care)
  - Basic Life insurance
  - Additional life insurance coverage
  - Long-term disability insurance
  - Short-term disability insurance
  - Employee assistance program
  - Paid holidays

- Annual leave (accrual schedule and max)
- Sick Leave (accrual schedule, max, family members/partners covered)
- Personal time off leave
- Funeral leave (schedule, max, family members/partners covered)
- Flexible schedules (eligibility and restrictions)
- Remote work (eligibility and restrictions)
- Longevity awards
- Defined Benefit plan (SCRS)
- Defined contribution retirement plan (401(k), Roth 401(k), 457, 403(b), IRA, etc.)
- Tuition reimbursement
- Payment of employee memberships to professional associations
- Training and professional development opportunities
- Employee privileges (discounts facilities and programs)
- Estimated cost of benefits as a percentage of total pay

All work will be done with regular involvement from Senior leadership, Human Resources staff, Division Directors and other key personnel as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the Commissioners upon completion of the project is also expected.

## Approach/Timeline

Consultants should include in their proposal a detailed approach in completing the Compensation and Classification Study which should include, but not be limited to, the following items:

1. Approach in meeting with key CCPRC staff to determine appropriate comparable benchmarks and analysis criteria.
2. Describe how the Consultant will organize the project and how you will assign personnel to accomplish the work elements.
3. Address any studies, tests and research you would anticipate in order to accomplish this work.
4. Method of analyzing current job descriptions.
5. Method of analyzing and projecting potential growth, advancement and improvement opportunities.
6. Provide opinion and/or options for establishing standard formats for job descriptions and classifications.
7. Address ADA requirements and standards in accordance with applicable laws.
8. Provide an implementation plan, including all milestones and critical path items and describe the Consultant ability to meet time constraints and/or deadlines.
9. Provide an estimated project timeline for the initial Compensation and Classification Study, in addition to, estimated timelines for future period reviews.

## Consultant's Structure and Fees

Proposal shall include an overview of the Consultant's structure and experience, including, but not limited to, the following:

1. Past experience of the Consultant, including organizational structure. Past experience by personnel no longer with the Consultant or available for the project shall not be submitted in the response.
2. Include key personnel, their experience and background completing Compensation and Classification Studies, listing what the Consultant offers that others may not.
3. Provide at least three references of former clients of the consultant, and of the project manager that may be assigned to this study and/or future periodic reviews, has worked with in the past three years.
4. Provide a statement indicating the Consultant's commitment to CCPRC to avoid and/or minimize project management changes during the initial Classification and Compensation Study and future periodic reviews.
5. Provide list of any sub-consultants that may be used for this project. All fees for sub-consultants must be included in the proposal.
6. Proposal shall include a lump sum fee, including a breakdown of all costs for work under the Scope of Services and this RFP, including a detailed scope and means and methods of the Consultant's approach to complete this task. Fees shall also include any and all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is require to pay, with respect to the materials and/or services listed in this RFP, including any reimbursable costs.
7. Proposal shall include a lump sum fee for periodic review of future job descriptions/and or classifications, including all reimbursable expenses.

## Selection Process

Proposals will be received from qualified Consultants; however, no proposal submitted may be withdrawn for a period of sixty (60) days after the date the proposals are due. The Commission will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The Commission also reserves the right to waive any irregularities and/or reject any and/or all proposals that do not adequately meet the Owner's intended quality, cannot meet the schedule, or are not within the Owner's budget constraints. The Commission also reserves the right to accept the proposal as a whole or any items listed on the Proposal Form. Listed below is the anticipated schedule:

Deadline for Questions:	2:00 PM ET July 18, 2022
Addenda issued, if deemed necessary:	July 21, 2022
Proposals Due:	2:00 PM ET August 8, 2022

Consultants, by virtue of submitting a proposal, agree to The Commission's terms and conditions herein and will take precedence over any terms and conditions submitted with the proposal, either appearing separately or included in other literature. Withdrawal of an inadvertent or erroneous proposal before award may be permitted if there is reasonable evidence of a clerical or mathematical error. A mistake of business judgment does not constitute adequate grounds for

withdrawal of a proposal. In the case of any ambiguities between the proposals and contract documents, The Charleston County Park and Recreation Commission's Contract and Procurement Policy will prevail.

Upon submission, all proposals become the property of The Commission and are subject to public record laws. It is the Consultant's responsibility to notify The Commission of any proprietary information listed in proposals submitted. **If a proposal contains proprietary information, the Consultant shall include a cover letter indicating such information. In addition, any information in which the Consultant considers proprietary MUST be clearly marked "proprietary" next to the relevant part of the text in order for it to be treated as such.**

It is anticipated that the selected Consultant will enter into an Open-Ended Contract. All prices, terms and conditions shall remain firm for the initial period of the Contract and for any renewal period. The Commission, at its discretion, may renew this Contract annually, up to four additional one-year options, subject to satisfactory performance and with determination the renewal will be in the best interest of The Commission. Evaluation of options will not obligate The Commission to exercise the option(s).

### **Qualification and Evaluation of Proposals**

It is of utmost importance for Consultants to demonstrate qualifications, competence and capacity to provide the Consultant services for the Classification and Compensation Services. While the Commission is concerned about the ultimate costs for this project; the specific and primary attention to the evaluation of the proposals will include the following factors:

- Cost
- Project approach
- Past Performance
- Capacity
- Corporate Experience

The Commission will determine the best value based upon these criteria and recommend the selection of a Consultant.

The Commission reserves the right to request additional information from one or more Consultants after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. The Commission also reserves the right to negotiate terms of the contract with the intended Consultant pursuant to Charleston County Park and Recreation Commission's Procurement Policy. There is no expressed or implied obligation for The Commission to reimburse responding Consultants for any expenses incurred in preparing the proposal and/or any subsequent interview and/or requests for additional information.

The Commission reserves the right to, at reasonable times; inspect the part of the business of a Consultant, or any sub-consultant, which is related to the performance of any contract awarded, or to be awarded, by The Commission and the books and records of such Consultants and sub-consultants in accordance with Charleston County Park and Recreation Commission's Procurement Policy.



Proposals for services shall include all charges including, but not limited to, taxes and duties of any kind levied by federal, state, municipal or other governmental authority which either party is required to pay with respect to services covered under this agreement and travel and other related expenses. Consultant is required to sign a copy of the contract, a copy of which is attached.

## **Criteria for Selecting Consultant based on Qualifications**

### **Consultant's Representations**

Each responding Consultant, by submitting proposals, represents that:

1. The responding Consultant has read and understands this solicitation (including all Attachments) and that its offer is made in accordance therewith.
2. The responding Consultant has reviewed the solicitation, become familiar with the local conditions under which the service is to be performed, and correlated personal observations with the requirements of the proposed contract documents.
3. The responding Consultant is qualified to provide the services required under this solicitation and, if awarded the contract, will do so in a professional, timely manner.

### **Basis of Award**

The award determination shall be based on technical and price factors, not necessarily the lowest price. Following the deadline for submittal of proposals, a selection committee will review, analyze, and rank all submittals based on their response to the information requested. If desired, the selection committee may short list the number of qualified responding Consultants. The Commission reserves the discretion to determine the number Consultants that will be on the short list.

The selection committee may conduct discussions with the Consultant(s) submitting responses regarding the contract and shall select from among them the Consultant (s) deemed most qualified to provide the required service. At the discretion of The Commission, the discussions with the Consultant (s) may consist of written questions and responses, and/or personal interviews with members of the Consultant (s). If personal interviews are required by The Commission, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, Consultants should be prepared to submit financial status information, which shall be held in confidence.

The Commission reserves the right to reject any or all submittals and to waive defects, technicalities, and/or irregularities in any submittal. The Commission reserves the right to finalize a contract based on all factors involved in the written qualification submittal without further discussion or interviews.

It is not the intent of CCPRC to meet with and/or discuss this Request for Proposal with individuals and/or Consultants during the RFP process; however, CCPRC may request additional information from one or more Consultants after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. CCPRC also reserves the right to negotiate terms of the contract with the intended Consultant pursuant to CCPRC's Procurement Policy.

There is no expressed or implied obligation for CCPRC to reimburse responding Consultants for any expenses incurred in preparing the proposal and/or any subsequent interview and/or requests for additional information.

### **Basis of Evaluation for each Factor**

The Consultant shall be rated higher during evaluations if their proposal meets or exceeds the following items: (Factors 1 through 5).

#### **Factor 1- Cost**

Basis of Evaluation: The Commission will evaluate price based on the total price proposal submitted for the base and the four option years. Evaluation of options will not obligate The Commission to exercise the option(s). Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- Price received in response to the RFP
- Price realism analysis performed

#### **Factor 2 - Project Approach**

Basis of Evaluation: The responding Consultant may be rated higher during evaluations if their proposal indicates a solid understanding of The Commission needs and, present innovative or creative approaches in performing Classification and Compensation Services.

#### **Factor 3- Past Performance**

Basis of Evaluation: Include at least 3 references that are of similar size and scope from within the past three years of the Classification and Compensation Studies. The Commission is interested in information that reflects a trend of satisfactory and/or an outstanding level of performance, considering:

- Successful completion of tasks
- Timely product delivery
- Quality products and services
- Cooperativeness and teamwork at all levels

In addition to the above, The Commission may review any other sources of evaluation information of past performance. Other sources may include, but are not limited to, inquiries of Consultants representative(s), and any other known sources not provided by the Consultant. While the Commission may elect to consider data from other sources, the burden of providing detailed, current, accurate, and complete past performance information rests with responding Consultant. Based on the trend and satisfactory and/or outstanding ratings, performance may be rated higher.

#### **Factor 4- Capacity**

Basis of Evaluation: The responding Consultant will be evaluated to determine if their proposal has sufficient capacity to meet and maintain service. Capacity is determined based on ability to meet or exceed the schedule and show a sample of a critical timeline for a successful project as well as sufficient local resources and personnel that will be allocated to perform the Classification and Compensation Studies.

## **Factor 5 - Corporate Experience**

Basis of Evaluation: The responding Consultant will be evaluated in order to determine if it has demonstrated the necessary corporate experience to meet The Commission's needs in performing Classification and Compensation Services.

## **Evaluation Criteria**

Each response to this Request for Proposal will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Proposal's technical capability, experience and cost. All Consultants submitting qualifications must provide at a minimum, their expertise and capabilities as they relate to factors 1 thru 5 with regard to the Classification and Compensation Studies.

The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a Consultant comparable to the types of work covered by this requirement in terms of scope and complexity. Past performance relates to how well a Consultant has performed.

## **Evaluated Factors:**

### **Factor 1- Cost**

Factor and Solicitation Submittal Requirements include:

The responding Consultant will be evaluated based on the total price proposal submitted including the base year and four one-year options; however, awards will not necessary be given to the responding Consultant with the lowest price. The Commission will evaluate cost based on the total price proposal submitted for the base year and four one-year options requested by name in the Price Proposal. Evaluation of options will not obligate The Commission to exercise the option(s). Proposal shall include, at a minimum, fees to provide services for each listed in this RFP. Consultant is encouraged to provide any additional options and fees for services they may offer that are not listed in the RFP.

### **Factor 2 - Project Approach**

Factor and Solicitation Submittal Requirements include:

1. Describe the approach to conduct the Compensation and Classification Studies.
2. Describe your engagement calendar with regard to meetings. Please describe how often you meet with clients, the focus of each type of client meeting, the frequency of each type of meeting, who participates in each type of meeting, and how meetings are conducted (i.e. in person, WebEx, Zoom, Teams, etc.)
3. What is the process for developing CCPRC's Compensation and Classification Studies?
4. Describe Consultant's approach to provide training for CCPRC staff. Additionally, provide details on webinars, seminars, publications, and training materials.
5. Describe the process your organization uses for renewals?
6. Describe Consultant's approach for providing legal and legislative updates affecting staff and/or products and/or services.

### **Factor 3 - Past Performance**

Factors and Solicitation Submittal Requirements:

Responding Consultant should ensure correct phone numbers and email addresses are provided for all client points of contact as well as submit a copy of references as indicated in Reference Questionnaire, Attachment 1i, which contains the point of contact information for each of the three required client references. The references should:

1. Provide at least three (3) references within the past 3 years that are of similar size and scope of service utilization as CCPRC Classification and Compensation Services;
2. Provide the client's name, as well as address and telephone number for a point of contact who can provide information regarding the Consultant's role on the providing Compensation and Classification Studies;
3. Submit any other information the institution believes will enhance its position in the evaluation criteria;
4. Include reputation and previous experience of the responding Consultant and its products, equipment and services;
5. Address how many public sector clients, both within and outside of South Carolina, have terminated services in the last three years.

### **Factor 4 – Capacity**

Factor and Solicitation Submittal Requirements include:

1. Describe your Consultant's approach to the project including timelines and scheduling.
2. Ability to attend meetings with the Commission, staff, and others, as necessary;
3. Ability to meet a schedule; and
4. Description of the responding Consultant's approach to timelines and scheduling.

### **Factor 5 -Corporate Experience**

Factors and Solicitation Submittal Requirements:

Proposals shall identify the Principal-in-Charge and Project Manager for this project. Proposals shall also provide a statement of the Consultant's commitment that the identified individuals will be involved throughout the entire project and must address, at a minimum:

#### **A. The Corporation**

The organizational strength and stability of the responding Consultant is an important component to the selection process. The experience of work by the Consultant, which was obtained by personnel no longer with the Consultant, and therefore, not available to work the project, is of no interest to CCPRC and shall not be submitted in the response when providing the Consultants qualifications. CCPRC evaluators will only consider Consultant projects that were presided over by project members who still work for the Consultant in the office submitting a proposal. Failure to properly identify work accurately may disqualify the proposal.

Provide a listing of key members from the Consultant, their experience with similar projects and their role in the projects, a listing of what the Consultant offers that others may not, relevance and appropriateness of Consultants' expertise and experience. Proposal must address, at a minimum:

1. Consultant's background including organizational structure and years in existence. Provide description of previous work. Responsiveness and compliance with the items listed in request for proposal.
2. Consultant's memberships in professional organizations
3. Number of Consultant's clients for each of the past three years.
4. Number of clients they currently have under contract.
5. Provide details for Consultants approach in handling the account and managing products. Please list and describe the core services that are typically provided to your clients.
6. Provide detailed organizational structure for managing services.
7. If you use sub-consultants to supply any services, who are they, and how will your compensation arrangement with them impact the timing or frequency of services provided to us?
8. Describe what, in your opinion, what the Consultant has that is unique to CCPRC in providing the services outlined in this Request for Proposal.
9. Confirm that you serve as a consultant, independently, and are not affiliated with any company, third party administrative agency or provider network.

**B. Project Team** – Proposal shall clearly address the following:

1. Names, titles and responsibilities of those who would work on this project.
2. Relevant work of each project team member that will be assigned to this project.
3. Applicable Professional Registrations.
4. Longevity with the Consultant.
5. Membership in professional organizations.
6. Detail individual's experience in the capacity of Project Manager that will be assigned to this project - highlighting experience with similar projects.
7. Provide the title of the referenced project, year work was done, name of the client and the name, address and telephone number of a contact person knowledgeable of that individuals' role on the project.
8. In addition, what types of Subject Matter Experts do you have and what types of services do they provide?
9. Provide a general overview and brief history of your organization, including customer service philosophy, parent and/or subsidiary companies, and the number of employees.
10. Provide the address of the primary office and/or branch location that will service the account;
11. Describe the Consultant's direct experience in providing similar services for other governmental agencies. Include the number of public agency clients, and the types of services
12. Describe the Consultant's policy on changing the primary contact person;

13. Name the individuals who will work with The Commission; and information should include:
  - a. Identify what each person's role and responsibilities will be.
  - b. Biographical information.
  - c. Experience working with governmental agencies.
  - d. Number of years' experience in this field.
  - e. Number of years with the Consultant.
  - f. Provide the name, title, address, phone number and e-mail address of the primary contact person(s) assigned to this account.

## Submittal Requirements

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All costs associated with the preparation of the RFP and all costs associated with any interviews, if deemed necessary, will be the responsibility of the Consultant (s). CCPRC assumes no responsibility for any costs incurred by the Consultant (s).

Proposals will be ranked based upon the information outlined in this RFP. The following must be completed in its entirety and submitted in order to be considered for evaluation.

## How to Submit

Electronic submission is the preferred method of submitting a response to solicitations. If necessary, a Consultant may request to mail or hand deliver a response to a solicitation. All proposals must be sent to the attention of Ms. Lanna Wright CPPR, 861 Riverland Drive, Charleston SC, 29412 and clearly marked on the bottom left hand corner, "**Compensation and Classification Studies #2022-016**" and name of Consultant and contact person. All Consultants must follow direction as it states in Technical Factors

## Electronic Submittals:

1. Click the following link to access the submittal form
  - a. <https://ccprc.com/FormCenter/Procurement-35/Bid-Proposal-Submission-173>
2. Complete the required fields on the form.
  - a. Bid Number = 2022-016
3. Click File Upload to attach your Proposal with all required attachments
  - a. Upload the proposal as one file.
    - i. The name of the file should include the vendor name and the Bid Name: "2022-016 Compensation and Classification Study"
    - ii. Upload the Cost/Price proposal in a separate file.

## Technical Factors

**Format:** Submit qualifications in the following format:

- A. **Title Page:** Title page showing the Request for Proposal subject; the Team name; the name, addresses, and telephone number of a contact person; and the date of the submittal.
- B. **Table of Contents:** Provide Table of Contents to aid the evaluation of the qualifications.
- C. **Transmittal Letter:** A signed letter of transmittal briefly states the Consultant's understanding of the work to be done, the commitment to perform the work, a statement

why the Consultant believes it to be best qualified to perform the engagement, and a statement that the submittal is an irrevocable offer for sixty (60) days.

- D. Detailed Submittal: The purpose of the detailed submittal is for the Consultant to demonstrate their qualifications, competence, and capacity to provide Classification and Compensation Study to the Commission in conformity with the requirements of this solicitation. Consultant shall submit a qualification for this project meeting the minimum requirements listed. Address each item listed in the Evaluation Criteria based on the ability of your team as required. Consultants should address all the points outlined herein including 1) Cost, 2) Project Approach, 3) Past Performance, 4) Capacity and 5) Corporate Experience.
- E. Certification/Qualification Questionnaire - This is Attachment 1a
- F. I-312: This is Attachment 1b. Please sign and return with proposal if applicable.
- G. Equal Employment Opportunity Certification: Please sign the Equal Opportunity Certification which is Attachment 1c.
- H. Non-Collusion Oath: Please sign and return with proposal the Non-Collusion Oath which is Attachment 1d.
- I. Drug-Free Workplace Certification: Please sign the Drug-Free Workplace Act which is Attachment 1e.
- J. Compliance with Illegal Immigration Act Form: Please sign and return with proposal which is Attachment 1f
- K. Insurance Requirement: This is Attachment 1g
- L. Subcontractor Data Form: Please submit with proposal, if applicable, this is Attachment 1h
- M. Reference Questionnaire – Please submit with proposal. This is Attachment 1i
- N. W-9 Identification Number and Certification. This is Attachment 1j

Consultant is encouraged to provide any additional options and fees for services they may offer that are not listed in the RFP. Each proposal will be evaluated and a Consultant will be selected in accordance with this RFP.

## **Critical Dates**

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1. Inquiries: All technical questions shall be submitted in writing no later than July 18, 2022 at 2:00 P.M. ET, to the attention of Ms. Lanna Wright CPPB, Procurement Coordinator, by e-mail to [preprocurement@ccprc.com](mailto:preprocurement@ccprc.com).
2. Addenda: An addendum, if deemed necessary, will be posted on the website by July 21, 2022, [www.ccprc.com/bids](http://www.ccprc.com/bids)
3. Deadline: Proposals must be received no later than August 8, 2022 at 02:00 P.M. ET.
4. Holding Time: No proposal may be withdrawn for a period of 60 days after date and time set for receipt of the proposal.

## **Addendum**

Consultant acknowledges that it is the Consultant's responsibility to determine whether an Addendum has been issued. If so, the Consultant must obtain copies of such Addendum from The Commission's website and agrees to be bound by all Addenda that have been issued for this Request for Proposal. If an addendum is issued, the Consultant shall sign and return each addendum with the proposal submitted.



## PRICE PROPOSAL

**PRICE PROPOSAL MUST BE SENT IN A SEPARATE FILE OR SEALED ENVELOPE.**

The Consultant: \_\_\_\_\_

Hereby agree to provide the requested services as defined in Request for Proposal **Compensation and Classification Study**

Each Consultant shall submit Proposal that will include, at a minimum, fees to provide services for each item listed in this RFP for the base year and four one-year options. Consultant is encouraged to provide any additional options and fees for services they may offer that are not listed in the RFP.

A. Provide firm fixed pricing for requested services per Scope of Work. The pricing shall include a flat fee for the Compensation and Classification Study. Consumer Price Index (CPI) and Employment Cost Index (ECI) are required on a yearly basis. Travel and other related expenses shall be included in the pricing. Sampling of all divisions and any areas of concern - 100% of full-time positions. Studies are for projected years, and years may change.

	<u>Est. Qty.</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total</u>
Item 1 Fiscal Year (FY)2022 Base 1st year 100% of full-time positions	1	EA	\$_____	\$_____

### **Option Years**

B. Provide firm fixed pricing for Additional Classifications Study. The pricing shall include a flat fee for the Consulting. Travel and other related expenses shall be included in the pricing. Consulting is for 1-10 new or restructured positions. Studies are for projected years, and years may change.

	<u>Est. Qty.</u>	<u>Unit of Issue</u>	<u>Unit Price</u>	<u>Total</u>
<b><u>Option Years</u></b> Item 2 FY2023	1	EA	\$_____	\$_____
Item 3 FY2024	1	EA	\$_____	\$_____
Item 4 FY2025	1	EA	\$_____	\$_____
Item 5 FY2026	1	EA	\$_____	\$_____

Total Price of Items 2 – 5 \$\_\_\_\_\_

Total Not to Exceed items 1 – 5 \$\_\_\_\_\_

Notes:

1. Evaluation will be made on the total price proposal for the base year and four one-year options for Classification Studies and options for additional Classification Studies (items 1 thru 5).
2. Price realism analysis will be performed.
3. The Commission may reject an offer as nonresponsive if it is materially unbalanced as to the price. An offer is unbalanced when it is based on prices significantly less than prices for some work, and prices which are significantly overstated for other work.
4. All allowances, fees, taxes, Consultants, sub-Consultants' fees and prices are included in this total Proposal.
5. The Commission will evaluate offers for award purposes by adding the total price for the base year and four one-year options for Compensation Studies and options for additional Classification Studies. Evaluation of options will not obligate The Commission to exercise the option(s).

At a minimum, invoices shall contain the identity of the provider of the services, the date of the services, a description of the services, and any applicable taxes.

The prices listed in this proposal includes all pricing, including, but not limited to, all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement.

Respectfully submitted, \_\_\_\_\_

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

EXCEPTIONS:

Consultant must sign one appropriate statement below, as applicable:

( ) Consultant understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

( ) Consultant takes exception to terms, conditions, requirements, or specifications stated herein (Consultant must itemize all exceptions below, and return with this RFP.):

Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Consultants should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.***