

BID TABULATION - CLASSIFICATION AND COMPENSATION STUDIES

CLASSIFICATION AND COMPENSATION STUDY 10-12-2016	PAYPOINT HR LLC 695 SANTA MARIA LN DAVIDSONVILLE MD 21035	CONDREY & ASSOCIATES INC PO BOX 7907 ATHENS GA 30604	EVERGREEN SOLUTIONS LLC 2878 REMINGTON GREEN CIRCLE TALLAHASSEE FL 32308	MCGRATH HUMAN RESOURCES GROUP PO BOX 190 WONDER LAKE IL 60097	THE ARCHER COMPANY 454 S ANDERSON RD BTC 356 ROCK HILL SC 29730	SPRINGSTED INC 9229 WARD PKWY STE 104 KANSAS CITY MO 64114	CBIZ HUMAN CAPITAL SERVICES 625 MARYVILLE CENTRE DR SAINT LOUIS MO 63141
FEE PROPOSAL BASE BID							
TASK							
Compensation Study with Financial Impact	\$12,500.00	\$15,000.00	\$11,000.00	\$29,108.00*	\$18,500.00	\$44,900.00	SEE PAGE 21
Job Audit and Analysis	\$12,500.00	\$22,500.00	\$12,500.00	\$26,225.00* NOTE: IF PERFORMED SEPARATELY, COST INCREASES AS ONE LOSES EFFICIENCIES. IF PERFORMED AS ONE STUDY, TOTAL COST OF THE PROJECT IS \$45,108.00	\$10,500.00	\$74,400.00	
Job Description	\$12,500.00	\$10,000.00	\$4,500.00	\$8,400.00	\$3,500.00	\$29,300.00	
TOTAL:	\$37,500.00	\$47,500.00	\$28,000.00	\$63,733 (\$53,508 IF COMPLETED TOGETHER)	\$32,500.00	\$148,600.00	SEE PAGE 21
ADDITION I TO BASE BID							
DEPARTMENT OF SHERIFF							
Compensation Study with Financial Impact	\$7,500.00	\$9,000.00	\$14,000.00	\$14,000.00*	\$2,500.00	INCLUDED ABOVE	
Job Audit and Analysis	\$7,500.00	\$12,000.00	\$15,500.00	\$9,122* NOTE: IF PERFORMED SEPARATELY, COST INCREASES AS ONE LOSES EFFICIENCIES. IF PERFORMED AS ONE STUDY, TOTAL COST OF THE PROJECT IS \$19,121	\$1,000.00		
Job Description	\$7,500.00	\$4,000.00	\$6,500.00	\$3,000.00	\$500.00		

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TOTAL:	\$22,500.00	\$25,000.00	\$36,000.00	\$26,122 (\$22,121 IF COMPLETED TOGETHER)	\$4,000.00		SEE PAGE 21
REQUIRED DOCUMENTS							
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	N	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	N	N	N	N	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y	N	N	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y	N	N	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	Y	N	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y	N	Y	Y	N
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:				SEE BID PACKET PAGE 20 FOR ADDITIONAL INFORMATION			SEE ATTACHED FOR PRICING



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Request for Proposal: CLASSIFICATION AND COMPENSATION STUDY

Date Issued: 9-21-16

PROPOSALS SHALL BE ACCEPTED UNTIL: WEDNESDAY, OCTOBER 12, 2016, AT 2:00 P.M. LOCAL TIME.

Specification Contact:

DAVID COURTWAY
 Department of Administrative Services
 636-797-6487
 dcourtway@jeffcomo.org

Contract Contact:

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)	

Contract Term: upon approval by the County Council and County Executive

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor Information:

<u>McLEATH Human Resources Group</u>	<u>Dr. Victoria McLeath</u>	
Company Name	Authorized Agent (Print)	
<u>P.O. Box 190</u>	<u>Victoria M. Leath</u>	
Address	Signature	
<u>Wenden Lake, IL 60097</u>	<u>CEO</u>	
City/State/Zip Code	Title	
<u>815-928-9111</u>	<u>10-7-2016</u>	<u>01-0994090</u>
Telephone #	Date	Tax ID #
<u>Victoria.phd@comcast.net</u>	<u>815-331-0215</u>	
E-mail	Fax #	

Pricing Page

Classification and Compensation Study

PROPOSAL DUE DATE: OCTOBER 12, 2016 2:00 PM

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An estimated bread-down of the cost of the components of the scope is requested.

FEE PROPOSAL

Base Bid

TASKS

Compensation Study with financial impact	\$ <u>29,108*</u>
Job Audit and Analysis	\$ <u>26,225*</u>
*Note: If performed separately, cost increases as one loses efficiencies. If performed as one study, total cost of the project is:	
	\$ <u>\$45,108</u>
Job Descriptions	\$ <u>8,400</u>

Total \$63,733 (\$53,508 if completed together)

Addition 1 to Base Bid

Department of Sheriff

Compensation Study with financial impact	\$ <u>14,000*</u>
Job Audit and Analysis	\$ <u>9,122*</u>
*Note: If performed separately, cost increases as one loses efficiencies. If performed as one study, total cost of the project is:	
	\$ <u>\$19,121</u>
Job Descriptions	\$ <u>3,000</u>

Total \$26,122 (\$22,121 if completed together)

Note: There are economies if the Sheriff is completed with the County as travel costs, obtaining external market data, evaluation of internal equity, etc., can be maximized. If completed separately, the total cost of the compensation studies are \$64,229 (\$45,108 + \$19,121); however, if contracted as one project, the discounted price is: \$54,098



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DEPARTMENT OF ADMINISTRATIVE SERVICES
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 HILLSBORO MO 63050
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 Department of Administrative Services
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 dcourtway@jeffcomo.org

Contract Contact:

VICKIE PRATT
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SAMPLE ENVELOPE


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<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
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Vendor Information:

CBIZ Human Capital Services	Joe Rice
Company Name	Authorized Agent (Print)
625 Maryville Centre Drive	
Address	Signature
Saint Louis, Missouri 63141	Project Manager
City/State/Zip Code	Title
314-590-4070	October 12, 2016
Telephone #	Date
	31-1582098
	Tax ID #
JRice@cbiz.com	314-692-4222
E-mail	Fax #

PRICING PAGE
CLASSIFICATION and COMPENSATION STUDY
PROPOSAL DUE DATE: OCTOBER 12, 2016 2:00 PM

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An estimated break-down of the cost for each of the components of the scope is requested.

FEE PROPOSAL
Base Bid

TASKS

Compensation Study with financial impact	\$ <u>See page 21</u>
Job Audit and Analysis	\$ _____
Job Descriptions	\$ _____
TOTAL	\$ <u>See page 21</u>

Addition 1 to Base Bid

Department of Sheriff.

Compensation Study with financial impact	\$ _____
Job Audit and Analysis	\$ _____
Job Descriptions	\$ _____
TOTAL	\$ <u>See page 21</u>

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business.



Signature

Joe Rice, Project Manager

Print Name and Title

October 12, 2016

Date

314-590-4070

Phone Number

FEE PROPOSAL

Our professional fee structure is based upon standard hourly rates for consulting services. We have repeatedly found that our philosophy of utilizing highly experienced personnel allows us to provide effective and efficient services at a cost that represents an exceptional value.

Based upon our prior experience in conducting similar projects, we guarantee that total professional fees for the classification and compensation study will not exceed \$34,250. Proposed fees reflect the total cost for provision of all services described in the Scope of Services section. Pursuant to the County's Pricing Page in the RFP, the estimated cost for each project component is provided in the chart below. Professional fees will be billed on a monthly basis.

In addition to professional fees, we typically bill clients for direct project expenses (i.e., travel expenses, overnight mail, mileage, etc.). Anticipated total project expenses associated with the classification and compensation study are minimal and CBIZ will absorb these costs and not pass them through to the County.

Proposed fees for the classification and compensation study will remain effective for 90 days from the submission date.

If the volume of work changes substantially due to change in scope we may need to discuss an adjustment in the professional fees documented herein. We do not anticipate that this will occur; however, we would discuss this with you before proceeding and obtain your prior approval.

The approximate breakdown of the proposed fees based on the different project components is as follows:

Tasks	Professional Fees
Compensation Study with Financial Impact	\$15,000
Job Audit and Analysis	\$12,250
Job Descriptions	\$7,000
Total*	\$34,250

* There will be no costs associated with providing the County annual salary structure update factors described in the Ongoing Administration Step, in the Scope of Services section. Following the completion of the study, the cost of evaluating market-competitive salaries for new classifications or revised existing classifications utilizing published survey data will be \$300 per position. The costs of ad hoc compensation evaluations are not included in the above pricing chart. Furthermore, the pricing structure above does not represent a la carte pricing. Eliminating a project step will not necessarily reduce the price of the overall project due to the overlapping and sequential nature of the project components.

Addition to Base Bid – Department of Sheriff

Additionally, CBIZ is available to conduct the same project steps as described in the Scope of Services section for the Sheriff Department. Fees for that separate engagement would be \$300 per job title.