

# REQUEST FOR PROPOSALS

Date: December 1, 2021



Hamblen County Emergency Communications District  
530 North Jackson Street  
Morristown, Tennessee 37814  
Phone: (423) 585-2700  
Fax: (423) 585-2704  
www.hamblen911.org

## Compensation Study Services

FY 2021-2022 Operational Budget

The purpose of this solicitation is to establish a contract for Compensation Study Services with the Hamblen County Emergency Communications District. Sealed proposals, subject to the conditions and instructions contained herein, will be received at the above office of Hamblen County ECD, 530 North Jackson Street, Morrystown, Tennessee until the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described services.

**Proposals Due: January 21, 2022 at 4:00pm ET**

**SEALED proposals should be clearly marked "Compensation Study Services"**

**\*\*AN ORIGINAL AND TWO (2) COPIES OF YOUR SUBMITTAL IS REQUESTED\*\***

In compliance with this Request for Proposal, and subject to all the conditions thereof, the undersigned offers, if this proposal is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered in accordance with the requirements specified herein. The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of the company / firm named below.

*This form must be signed and each page initialed. All signatures must be original and not photocopies.*

COMPANY NAME	
STREET ADDRESS	
CITY/STATE/ZIP CODE	
TELEPHONE	
EMAIL	
FEDERAL TAX ID (or Social Security #)	
PRINT NAME	
TITLE	
SIGNATURE	
DATE	

## GENERAL INFORMATION

### BACKGROUND AND INTENT

1. Hamblen County Emergency Communications District (ECD) is the public safety answering point and sole, consolidated emergency dispatch center for Hamblen County, Tennessee and the City of Morristown, Tennessee.
2. Hamblen County ECD seeks the services of a consultant to conduct a comprehensive compensation study for Hamblen County ECD. The consultant shall develop recommendations and propose options for the compensation and classification system of positions included in the current organization structure to ensure that Hamblen County ECD is competitive with relevant organizations in the marketplace. The suggested compensation plan should be merit-based, employ pay policies that recognize differences in service levels by staff, ensure salaries are commensurate with assigned duties, provide justifiable pay differential between individual job classifications, incentivize valuable education and training, provide for promotional opportunities, and maintain parity with relevant labor markets.
3. The successful consultant must complete the project no later than July 31, 2022
4. As of December 1, 2021, Hamblen County ECD employs twenty-one (21) persons.

### CONSULTANT'S RESPONSIBILITIES

The compensation study shall include the following activities:

#### A. General

1. The consultant shall develop a plan to ensure management and employees are informed and involved throughout the study. The consultant will provide Hamblen County ECD with a status report on April 29, 2022, and June 30, 2022.
2. The consultant shall present findings and recommendations, including discussion of method, techniques, and data used to develop the classification and compensation plan to the Executive Director, Board Chairman, and others as requested.
3. The consultant shall provide all working papers, position questionnaires, survey data, and related materials to the Executive Director upon completion of the study.

#### B. Classification

1. The consultant shall examine current classifications and the provisions of applicable laws, regulations, and procedures governing the classifications.
2. The consultant shall develop a comprehensive questionnaire for employees to complete. The consultant shall meet with the administration, supervisors, and employees to explain and distribute the questionnaires.
3. From the data collected, and with the objective to be responsive to the operational needs of the ECD, the consultant shall provide written comprehensive class specifications which shall include the following items: (1) a definition of the job class, (2) the essential functions of the job class, (3) requirements of education, experience, knowledge, skills, abilities, and legally valid physical requirements in compliance with the Americans with Disabilities Act (ADA). The consultant shall review each specification for accuracy and completeness and be responsible for the typing and production of the class specifications. The consultant shall develop and include in the proposal a plan outlining the methodology to accomplish this task.
4. The consultant shall identify management, supervisory, professional, technical, and general employees, including FSLA status (exempt/non-exempt).
5. The consultant shall draft and submit proposed class specifications for review by the ECD's management staff. The consultant shall review the reporting / organizational structure and make recommendations.
6. The consultant shall finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. The consultant shall identify career ladders / promotional opportunities for each classification.
8. The consultant shall provide the final version of all class specifications in electronic format (i.e., MS Word) after approval.

C. Compensation

1. The consultant shall conduct a comprehensive salary study survey to include all relevant benchmark positions by collecting data from representative and competitive pay sources from appropriate labor markets. The consultant shall recommend a formal pay plan that will meet all federal and state labor laws including the Fair Labor Standards Act.
2. The consultant shall present information and recommendations concerning pay range assignment, annual structure adjustment, benefits and related pay policies to ensure external competitiveness, provide for internal equity, encourage employee performance, and meet the workforce needs of the ECD.
3. The consultant shall develop an implementation plan that is transparent, fair, equitable, and within the financial resources of the ECD.
4. The consultant shall provide implementation assistance for the proposed classification and compensation plan including implementation options and the fiscal impact of these options along with the tools and training for maintaining the effects of these recommendations in the future.

**ECD RESPONSIBILITIES**

The Emergency Communications District (ECD), through the Office of the Executive Director, will:

- A. Monitor performance and act as the project manager.
- B. Provide administrative and staff assistance in scheduling the services described herein.
- C. Provide relevant documentation including classification specifications, job questionnaires, pay plan, and related rules and regulations.
- D. Work with the consultants to establish relevant benchmark classifications and a list of agencies and departments to invite to participate in the salary study.
- E. Review invoices and make recommendations for payment.

**CHANGES AFTER AWARD**

It is possible that after award the ECD will need to revise the service needs or requirements specified in this document. The ECD reserves the right to make such changes after consultation with the consultant. Should additional costs arise, the consultant must document increased costs. The ECD reserves the right to accept and negotiate these charges.

**CONTACT POLICY**

The consultant may not contact an officer, agent, or employee of the ECD other than the ECD's Executive Director about matters pertaining to this solicitation, from the issuance of this solicitation until its award. Information obtained from an unauthorized officer, agent, or employee of the ECD will not affect the risks or obligations assumed by the consultant or relieve the consultant from fulfilling any of the conditions of the project. Such contact can disqualify consultants from participation in the solicitation process.

**EVALUATION**

All responses are subject to a determination of "responsive" and "responsible" prior to award. The ECD is the sole judge as to consultant "responsiveness" and "responsibility". The ECD reserves the right to request additional information to assist in the evaluation process. This includes references and business capacity information.

- A. The ECD will evaluate responses with a weighted evaluation system. The categories and points assigned for each category are:

Item	Maximum Points
Specialized Experience, Technical Competence, Timelines	50
Performance History & References	25
Cost	25
<b>GRAND TOTAL POINTS</b>	<b>100</b>

- B. The ECD will review all proposals properly submitted. The ECD reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s), or cancel this RFP, according to the ECD's best interests.
- C. The ECD Board of Directors may elect to interview one or more suppliers before making an award.
- D. The ECD Board of Directors may elect to first rank proposals with a simple numeric score and then detail score only the top tier of proposals.
- E. All materials submitted pursuant to this RFP become the ECD's property.
- F. The ECD reserves the right to use all pertinent information (also learned from sources other than disclosed in the RFP process) that affect the ECD's judgment as to the appropriateness of an award to the best evaluated consultant.

## INSURANCE

The consultant agrees to maintain at its sole expense during the term of this agreement insurance coverages and limits in accordance with the consultant's standard business practices and acceptable to the ECD. Consultant shall provide the ECD with a Certificate(s) of Insurance evidencing such insurance **with their proposal**.

## INVOICING / ORDERING

- A. Until a purchase order is in place, work is not to be performed nor are goods to be delivered. The ECD does not have a legal obligation to pay for the work performed prior to the issuance of a purchase order.
- B. Consultants may submit a proposed payment schedule with their response to this RFP. The ECD reserves the right to accept, reject, or negotiate any payment schedule submitted.
- C. The ECD will remit payment for goods and services associated with this RFP by check.

## QUESTIONS

Direct questions pertaining to this document to [ecarpenter@hamblen911.org](mailto:ecarpenter@hamblen911.org) with "Class Compensation Study" in the subject line, at least five (5) days prior to the due date.

## AFFIDAVITS

### **Conflict of Interest:**

1. No Board Member or officer of the ECD or other person whose duty it is to vote for, let out, overlook, or in any matter superintend any of the work for the ECD has a direct interest in the award or the consultant providing goods or services.
2. No employee, officer, or agent of the grantee or sub-grantee will participate in the selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above, has a financial interest in the consultant selected for award.
3. The grantee's or sub-grantee's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers, potential consultants, or parties to sub-agreements.
4. By submission of this form, the consultant is certifying that no conflicts of interest exist.

### **Drug Free Workplace Requirements:**

1. Private employers with five (5) or more employees desiring to contract with the ECD attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

### **Eligibility:**

1. The consultant is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud, or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

### **General:**

1. Consultant fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
2. Such offer is genuine and is not a sham offer.

### **Non-Collusion:**

1. Neither the said consultant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other responder, consultant, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other consultant, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other consultant, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the ECD or any person interested in the proposed award or agreement.
2. The price or prices quoted in the attached offer are fair, proper, and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
3. Consultant understands that collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

4. Consultant also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

<b>PRINTED NAME</b>	
<b>SIGNED</b>	
<b>TITLE</b>	
<b>DATE</b>	
<b>NAME OF COMPANY</b>	

*Notary:* \_\_\_\_\_ *My Commission Expires:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*{Seal}*

### SPECIALIZED EXPERIENCE & TECHNICAL COMPETENCE

Provide evidence of the firm's ability to provide the requested services.

1. Provide detailed information of your company, emphasizing your qualifications and major organizational strengths, information regarding staff experience and qualifications that demonstrate the capacity to perform the required services. Proposals shall describe the key personnel, specialists, and consultants who will be assigned to work under a contract resulting from this RFP process.
2. Provide a concise description of your managerial and financial capacity to deliver the proposed services and a description of the resources, background, and current organization of the firm.
3. Provide brief resumes of all key personnel, specialists, and consultants who will perform the work requested. Identify their specific role in the provision of services required. Resumes will include relevant experience of the individual as it related to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume.
4. Provide a timeline for project completion including milestones and the number of hours to be devoted to each phase of the project.
5. Provide any other information that evidences the ability to perform the requested services satisfactorily.

## PERFORMANCE HISTORY & REFERENCE

1. Provide a list of similar entities where your firm performed similar services over the last three (3) years.
2. Indicate the total number of class compensation studies conducted over the past tree (3) years.
3. Submit a minimum of three (3) clients, including any emergency communications agencies, for whom your firm provided similar services within the last three (3) years. Include the client name, address, contact person's telephone number and email address, and a brief description and scope of the service(s) and the service dates.
4. Provide any other information that evidences the ability to perform the requested services satisfactorily.

## COST PROPOSAL

1. Describe in detail the cost to provide the services described herein.
2. Detail any optional work and/or items not included in the base cost.