

**REQUEST FOR PROPOSAL FOR
CLASSIFICATION/COMPENSATION STUDY**

**City of Goose Creek
P. O. Drawer 1768
519 N. Goose Creek Boulevard
Goose Creek, SC 29445-1768**

CITY OF GOOSE CREEK

Request for Proposal
Updated March 15, 2017

I. INTRODUCTION

A. General Information

The City of Goose Creek (“the City”) is requesting proposals from qualified companies to conduct a comprehensive Classification/Compensation Study.

To be considered, all proposals must be received by Joellyn Robbins, Human Resources Director at P. O. Drawer 1768, Goose Creek, South Carolina, 29445 **by 2:00 p.m. on Friday, March 31, 2017**. The City reserves the right to reject any or all proposals submitted. Proposals can also be hand delivered to 519 N. Goose Creek Blvd., Goose Creek, SC, 29445.

The City Administrator and Human Resources Director will evaluate proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarification from proposers and to allow corrections of errors or omissions. At the discretion of the City, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any information in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the company selected.

It is anticipated the selection of a company will be completed by Wednesday, April 12, 2017. Following notification of the selected company, it is expected the work will begin by Monday, May 1, 2017 and be completed by July 31, 2017.

There is no expressed or implied obligation for the City to reimburse responding companies for any expenses incurred in preparing proposals or presentations if required in response to this request.

II. SCOPE OF SERVICES

A. General Information

The City is soliciting the services of qualified companies to conduct a comprehensive Classification/Compensation Study. **The City is requesting that each segment of the study be priced individually. The City reserves the right to contract with the chosen company to perform any part of, or all of the scope of work as submitted.**

B. Selection Criteria

The chosen consulting firm will have:

- A minimum of five years of experience in Human Resources/Management Consulting to include expertise in Classification/Compensation processes.
- Experience working with local government

C. Scope of Work to be Performed

The City requires the company to provide the following:

1. Review of current Classification System to include job analysis, evaluation of current system, assessment of job descriptions and recommendations for changes. If a new classification system is recommended, the company will provide the tools necessary to maintain the classification system for future positions.
2. Revise current Compensation Plan based on the labor market to include other municipalities and private industry statistics, if needed.
3. Detailed process to complete the project.

III. CONTENTS OF THE PROPOSAL

A. General Information

The City requires the following be included in the proposal:

1. Qualifications and experience of the company
2. References
3. Estimated length of time and process to complete the project
4. Proof of Worker's Compensation coverage on all staff working on the project
5. Proposed project cost – per segment

IV. DESCRIPTION OF GOVERNMENT

A. Contact

The principal contact with the City will be Joellyn Robbins, Human Resources Director, (843) 797-6220, extension 1138, who will coordinate the assistance to be provided to the company awarded the proposal.

B. Background Information

- The City has approximately 250 full time employees.
- The City is organized into the following departments:

Administration	Public Works	Fire
Police	Recreation	Golf

V. TIME REQUIREMENTS

A. Proposal Calendar

1. Request for proposal issued Monday, March 6, 2017
2. Due date for proposals Friday, March 31, 2017

B. Notification and Contract Dates

1. Company selected notified Wednesday, April 12, 2017
2. Contract date Friday, April 28, 2017
3. Work to begin Monday, May 1, 2017
4. Work to be completed Monday, July 31, 2017

C. Changes to Calendar

The City reserves the right to change the dates as needed after discussions with the chosen firm.

VI. EVALUATION PROCEDURES

Proposals submitted will be evaluated by the City Administrator and the Human Resources Director.

A. Review of Proposals

The following criteria will be used to determine the successful company:

1. Qualifications and experience of the company's staff members
2. The company's expertise and understanding of required proposal components
3. Prior experience of the company with other municipal governments
4. Ability to provide the completed product within the time requirements
5. The cost of the finished product

B. Oral Presentations

During the evaluation process, the City Administrator and the Human Resources Director may, at their discretion, request any or all companies make oral presentations. Such presentations will provide companies with an opportunity to answer any questions. Not all companies may be asked to make oral presentations.

C. Final Selection

The City Council will select a company based upon the recommendation of the City Administrator.

It is anticipated that a company will be selected by April 12, 2017. Following notification of the company selected, it is expected a contract will be executed between both parties by April 28, 2017.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the company of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the company selected.

The City reserves the right without prejudice to reject any or all proposals.