

BID TABULATION - CLASSIFICATION AND COMPENSATION STUDIES

CLASSIFICATION AND COMPENSATION STUDY 10-12-2016	PAYPOINT HR LLC	CONDREY & ASSOCIATES INC	EVERGREEN SOLUTIONS LLC	MCGRATH HUMAN RESOURCES GROUP	THE ARCHER COMPANY	SPRINGSTED INC	CBIZ HUMAN CAPITAL SERVICES
695 SANTA MARIA LN DAVIDSONVILLE MD 21035	PO BOX 7907 ATHENS GA 30604	2878 REMINGTON GREEN CIRCLE TALLAHASSEE FL 32308	PO BOX 190 WONDER LAKE IL 60097	454 S ANDERSON RD BTC 556 ROCK HILL SC 29730	9229 WARD PKWY STE 104 KANSAS CITY MO 64114	625 MARYVILLE CENTRE DR SAINT LOUIS MO 63141	
FEES 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 1 TO BASE BID							
DEPARTMENT OF SHERIFF							
Compensation Study with Financial Impact	\$7,500.00	\$9,000.00	\$14,000.00	\$14,000*	\$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: COMPANY INFORMATION AND SIGNATURE	Y	Y	Y	Y	N	Y	Y
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:**

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

**Vendor
Information:**

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)

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.

McLean Human Resources Group Victoria McGrath
Company Name Authorized Agent (Print)
P.O. Box 190 Victoria J.M. McGrath
Address Signature
Woden Lake, IL 60097 CEO
City/State/Zip Code Title
815-728-9111 10-7-2016 01-0994670
Telephone # Date Tax ID #
Victoriaphd@comcast.net 815-331-0215
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 \$ 29,108*

Job Audit and Analysis \$ 26,225*

*Note: If performed separately, cost increases as one loses efficiencies. If performed as one study, total cost of the project is: \$ 45,108

Job Descriptions \$ 8,400

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

Addition 1 to Base Bid

Department of Sheriff

Compensation Study with financial impact \$ 14,000*

Job Audit and Analysis \$ 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

Job Descriptions \$ 3,000

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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WWW.JEFFCOMO.ORG**

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COMPENSATION STUDY**

Date Issued: 9-21-16

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

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

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Information As
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the County Council
and County
Executive**

**Vendor
Information:**

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

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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 #	31-1582098
JRice@cbiz.com	Date
E-mail	Tax ID #
314-692-4222	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.