

City of Isle of Palms, South Carolina
Request for Proposals (RFP) 2020 – 07
Wage & Compensation Analysis

I. Background

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a council form of government with a Mayor and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The City currently employs 91 regular full-time employees, plus part-time and seasonal employees. The City has 6 departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire.

The City is seeking proposals from qualified companies to evaluate the City's wage and compensation structure and recommend updates to the job classification and total compensation system. The job classification and compensation study will provide options for a classification and total compensation plan, including an implementation strategy, which will achieve the following objectives:

- Ensure fair and equitable compensation relationships with the organization.
- Maintain pay equity compliance.
- Ensure competitiveness with the external market.
- Enable easy maintenance by the City staff post implementation.

II. Scope of Work

1. Identify compensation goals - Review the City's mission statement and align project goals and objectives to include classification and compensation compliance initiatives.
2. Job Analysis - Review and analyze each of the 39 individual job titles and descriptions by conducting interviews or questionnaires to ensure they reflect current duties. As is typical in small organizations, many employees have hybrid duties and functions.
3. Compensation Study - Conduct comprehensive analysis of the current compensation program and make recommendations for improvement and suggest plans to address issues including but not limited to target comparison market, internal equity assessment, salary compression, competitive salary analysis, index or standards for cost of living comparison, and strategies for recruitment and retention.
4. Market analysis - Identify comparable organizations and competitive labor market comparisons for position classifications and conduct a full compensation survey, including wages with monetary and non-monetary benefits, complete with recommendations and cost of implementation.
5. Recommendations
 - a. Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis.

- b. Provide alternative methods to address internal inequities, pay compression, retention, hard-to-fill positions and market adjustments.
- c. Provide options and recommendations for a classification and total compensation plan, including feasibility of implementation that takes into consideration budget constraint.

III. Submission Requirements

1. Cover page
 - a. Company Name and Address
 - b. Contact Person's Name, Title, Phone Number, and Email Address
 - c. Location of the office(s) from which the work is to be done and number of professional staff employed at that office.
 - d. Date of Proposal
2. Transmittal Letter
 - a. Submit letter of transmittal, signed by an official authorized to bind the company, briefly stating the company's understanding of the work to be performed, the interest and commitment to perform the work and a statement of why the proposer believes the company is best qualified to provide this system and services.
 - b. State that the proposal is valid for 120 days after the proposal due date
3. Statement of Qualifications
 - a. Describe the company's prior experience providing similar services as described in this RFP to local governments.
 - b. Include an overview of the company's approach to providing the services and accomplishing the tasks required.
 - c. Outline your ability to provide expertise and experience in the areas of compensation plan analysis and design, especially for local government entities and/or entities in high cost of living areas.
4. Project Plan
 - a. Statement of Methods and Procedures – a detailed description of the plan for accomplishing the work including approach, methodology and procedures used to gather the data analysis findings and develop recommendations. If the consultant has a pre-designed system, provide a description of the job analysis or compensation methodology.
 - b. Content of Work Product – describe how the work product will be presented upon completion. Provide a sample of how information will be presented or a copy of previously completed similar study. Include information that the City will be expected to provide to enable the work to commence.
 - c. Work Schedule – provide a timeline indicating the status/completion dates and indicate key tasks/milestones for implementation of the proposed plan
5. References
Provide at least three references of equivalent clients (similar employee size, industry (government), and complexity). Include the contact name, address, phone number, email, and the number of years you have provided consulting services to this client.

6. Detailed Cost Proposal

Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.

IV. Proposal Requirements

Proposals should be submitted to the following:

Desirée Fragoso
City Administrator
City of Isle of Palms
1207 Palm Boulevard
Post Office Box 508
Isle of Palms, South Carolina 29451

Deadline for Proposals: 3:00 p.m., Friday, November 6, 2020

Proposals must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked "Request for Proposals (RFP) 2020-07 Wage & Compensation Analysis" and include one (1) hard copy and one electronic copy in PDF format. It will be the responsibility of the proposers to verify and confirm receipt by the City.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any particular means of delivery of bids.

If an addendum is issued, proposers must acknowledge receipt of the addendum with their bids.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes to such bid, or due to the City's acceptance or nonacceptance of the bid or the rejection of any and all bids. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFP have been met.

By signing its bid, Proposer certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Proposer and its subcontractors or sub-subcontractors; or (b) that Proposer and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Proposer agrees to include in any contracts with its

subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

If the Proposer is a corporation, state your correct corporate name and State of incorporation. If Proposer is a partnership, state names and addresses of partners. If Proposer is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.