



Boone County, Kentucky

REQUEST FOR PROPOSAL # BCFY21-0027

COMPENSATION STUDY FOR BOONE COUNTY FISCAL COURT

ACCEPTANCE DATE: December 28, 2020, 2:00 pm “local time”

ACCEPTANCE PLACE

Boone County Fiscal Court – *Negometrix Platform*

<https://app.negometrix.com/buyer/839>.

Opening will be virtual:

Time: Dec 28, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88223325982?pwd=bnc4L0ZRMVM0OGk5WVZPelFmbDBxQT09>

Meeting ID: 882 2332 5982

Passcode: 719475

Find your local number: <https://us02web.zoom.us/j/88223325982>

Requests for information related to this Invitation should be directed to Lori Zombek, Project Sponsor, through the Negometrix platform.

Issue Date: December 2, 2020

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT OUR OFFICE AS SOON AS POSSIBLE.

NOTICE

The Boone County Fiscal Court will receive sealed proposals through the Negometrix Solicitation platform, 41005, **until 2:00 pm “local time” on December 28, 2020**, for the **Compensation Study for Boone County Fiscal Court. Proposals** will be publicly presented in a virtual format at the date and time listed above.

Specifications may be obtained at www.boonecountky.org/publicnotices or <https://app.negometrix.com/buyer/839>.

Boone County reserves the right to reject any and all Proposals, to waive any informalities and to negotiate for the modifications of any proposal or to accept that Proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such proposal may not, on its face, appear to be the lowest and best price. No proposal may be withdrawn for a period of thirty (30) days after scheduled time of receipt of proposal.

INTENT

It should be noted that the inclusion of any plans, drawings or brand names mentioned in this solicitation are provided for reference purposes only. The plans or drawings (if applicable) should be not be reproduced or used for any other purpose. The Boone County “**Compensation Study Review Committee**” shall be the sole judge of whether a proposal meets the intent of these specifications.

KENTUCKY PREFERENCE LAW

The scoring of proposal is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. *Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.

SPECIFICATIONS

Purpose/Objective

Boone County Fiscal Court is seeking proposals from qualified consultants/firms to conduct an organizational employee compensation study as well as a position/pay scale review and evaluation. The purpose and focus of this project is to:

- Evaluate the county's overall level of competitiveness by analyzing issues of compensation, employee recruitment and retention, and related factors across the organization,
- Better understand internal issues such as equity and fairness within the context of the organization as a whole,
- Pursue pay ranges and salaries levels with accurate data obtained from other employers that the county competes with, and
- Solidify the county's standing within the regional market in pursuit of the Boone County's goal of being an employer of choice.

Project deliverables include the following:

- Accurate information that will support data-driven conclusions and recommendations relating to employee compensation, pay ranges and related factors of workforce competition.
- Analysis that results in ensuring positions performing similar work with essentially same level of complexity and responsibility, knowledge, skills and ability are classified together with updated pay scale and paid equitably within the department and across the organization.
- Ensure a competitive position with other comparable government entities and the private employers within the geographic region.
- A scalable plan of action to incrementally implement final recommendations.

Overview

Boone County Fiscal Court is located in Northern Kentucky and considered part of the Greater Cincinnati region. The County serves approximately 135,000 residents and is governed by a County Judge Executive and three County Commissioners, which constitute the Fiscal Court. The current annual operating budget is approximately 75 million.

The scope of this project will focus on 15 departments for a total of 259 employees, mainly full time but includes 71-part time. These positions equate to 110 different job descriptions. The focus is full time employees but consideration of part time staff may be necessary and warranted.

The County has performed internal compensation studies in 2016 and 2019 and made modest adjustments to employees determined to be most out of alignment with the external market. The pay for performance system was adopted in 2012 and all pay increases since that time have been merit based. The pay scale was created at about this time as well and includes six pay grades.

Scope of Work

1. Conduct a comprehensive compensation study and analysis of the Boone County workforce as described in purpose/objective above. This includes identifying appropriate benchmarking and survey of external competitors for positions and a review of internal equity and potential pay compression issues.
2. Create a pay scale for positions based on findings and review of job descriptions.
3. Work closely with the Human Resource Director and County Administrator throughout the process to include initial meeting to begin project which should include discussion on what is to be considered as regional data for our organization, follow up meetings throughout project and with department heads as part of compensation study and research as needed.
4. Final product should not only include recommendations of pay scale and compensation adjustments but recommendations on keeping both current, equitable and up to date. Sample documents should be provided.

Deliverables

1. Make recommendations to modify individual compensation issues that are currently not in alignment with Boone county compensation goals, the target market comparison, internal equity assessment and not aligned with interest of recruitment and retention efforts. Recommendation should include an option for a multi- phase plan for implementation of recommended changes.
2. Make recommendations to improve and modify as needed the compensation structure (payscale currently in use). This includes review of job descriptions for this analysis.
3. Provide data to include all market and other data obtained as part of study in an organized, easily understood format. This should include statistical data points for each position (i.e. Median /mean values for each position and ranges along the spectrum for experience).
4. Conduct a meeting of findings to senior staff and a presentation to the Fiscal Court.
5. The entire project should be fully completed no later than March 15, 2021.

Submission

Responses to this request for proposals should be submitted on the Negometrix solicitation platform. To sign up, visit <https://app.negometrix.com/buyer/839>.

Proposals should include the following information:

- Cover letter and introduction including the name of the firm, address, and the name and contact information of the person(s) authorized to represent the company regarding all matters related to the proposals. Contact information for the representative must include the phone number and email address.
- Name and contact information of the firm's project manager that would be assigned to the project. To include a statement of qualifications of the firm and the project manager and other key team members assigned to perform the work.
- A statement of the firm's understanding of the work required and the manner in which the firm plans to approach it. Describe how the firm will approach project as well as the implementation and evaluation and the firm's expectation of Boone County Fiscal Court responsibilities. Inclusion of data resources typically used in surveys conducted by firm considering our work and region should be included.

- Proposed work plan that identifies the tasks necessary to respond to the scope of work and to meet the project requirements as described in this RFP. Sample documents should be provided. A final work plan will be developed following selection of the Consultant/Firm.
- References from at least three (3) clients from similarly sized governmental agencies with similar projects that are familiar with the firm's quality of work and the firm's performance. Include the contact name and telephone number.
- A thorough and detailed schedule should be presented outlining key milestone completion dates and proposed deliverables.
- Cost Section detailing the individual components of the total cost, and time associated with those components.

County Provided Information

The county will provide to chosen firm:

- All applicable job descriptions
- Spreadsheet containing current compensation of work force
- Pay Scale currently in use
- Other related and reasonable documents and information as needed and requested during project

Evaluation

The County will evaluate each submitted proposal based upon criteria, including but not limited to, the following:

1. Compliance with this request for proposal
2. Qualifications and relevant experience in similar work for both firm and key staff members
3. Ability to complete work within in time frame
4. Quality of the proposal and other relevant considerations, including prior study examples
5. Estimated study cost

The final selection of a consultant is subject to presentation and approval of the Boone County Fiscal Court.

KENTUCKY PREFERENCE LAWS

The scoring of bids/bids is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries. ***Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.**

Reciprocal preference for Kentucky resident bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.

(8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder- affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS (Not required)

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

- Is authorized to transact business in the Commonwealth;
- Has for one year prior to and through the date of advertisement
- Filed Kentucky income taxes;
- Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
- Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature	Printed Name
Title	Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____

(Affiant) (Title)

of _____ this _____ day of _____, 20____.

(Company Name)

Notary Public

[seal of notary] My commission expires: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING QUALIFIED BIDDER STATUS
(Not Required)

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____

of _____ this _____ day of _____, 20____.
(Company Name) (Affiant) (Title)

Notary Public

[seal of notary] My commission expires: _____