

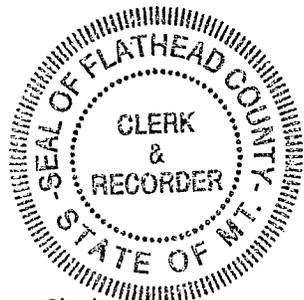
**AUTHORIZATION TO PUBLISH
REQUEST FOR PROPOSAL (RFP)
FOR WAGE AND BENEFIT SURVEY**

Flathead County is seeking proposals from firms experienced in conducting comprehensive wage and benefit surveys. Services needed include development and design of survey questionnaire, distribution of the survey questionnaire to relevant entities with similar positions, collection of survey responses, and a compilation of results into a comprehensive report of findings and recommendations. The project is expected to begin in September 2013, and must be completed by January 3, 2014.

Copies of the detailed RFP, including a description of services to be provided by respondents, the minimum content of responses and the factors used to evaluate the responses can be found on the Flathead County webpage at: https://flathead.mt.gov/human_resources/rfp_wage_survey.php or by contacting Tammy Skramovsky, Flathead County Human Resource Office, 800 S. Main Street, Rm. 219, Kalispell, MT 59901-(406) 758-5522, tskramovsky@flathead.mt.gov. All proposals must be submitted to the Flathead County Commissioners Office by **10:00 am on August 19, 2013**.

Flathead County is an Equal Opportunity Employer.

Dated July 29, 2013



BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By: *Pamela J. Holmquist*
Pamela J. Holmquist, Chairman

ATTEST:

Paula Robinson, Clerk

By: *Diana Kile*

Deputy

Publish on August 1, August 4, and August 8, 2013.

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SCOPE OF WORK:

The services to be provided, at a minimum, shall include:

- Developing a questionnaire to consist of:
 - Approximately 230 positions with brief descriptions provided by Flathead County
 - Starting base wage, average base wage of current staff, and maximum wage
 - Years to attain maximum wage
 - Additional incentive pay such as longevity or shift differential
 - Paid time off benefits, such as holiday, sick, vacation, bereavement and personal leave
 - Retirement plan types and contributions
 - Health insurance benefits
 - Company insurance premium contribution
 - Employee insurance premium contribution
 - Medical Deductible, Co-Pay, and Out-Of-Pocket Maximum
 - Preventative coverage
 - Prescription coverage
 - Dental coverage
 - Vision coverage
 - Life/Disability coverage
 - Employee Assistance Program
- Submission to relevant entities with similar positions:
 - With the assistance of the Flathead County Human Resource staff, identify entities with comparable positions in competitive geographic locations
 - Submit survey questionnaire to targeted entities by whatever method deemed appropriate, such as mail, email, or fax.
- Collection of survey responses:
 - Persuade targeted agencies to respond to the survey questionnaire in order to ensure a high response rate
 - Act as the point of contact for survey questions
 - Receive survey responses
- Compilation of results into a comprehensive report of findings and recommendations.
 - Provide a written report to include information on the survey methodology and how the wages and benefits paid at Flathead County compare to the survey results, along with any recommendations.

- Include in the report the survey results for each position and benefit into an easy-to-read format showing a “wage + benefits = total compensation” analysis.
- Provide a minimum of 10 paper copies of the full final report to Flathead County, along with an electronic version that can be used for unlimited reprints.

RFP SUBMITTAL TERMS:

The Single Point of Contact (SPOC) for this solicitation is:

Tammy Skramovsky
Flathead County Human Resource Office
800 S Main St, Room 219
Kalispell, MT 59901
(406)758-5522, tskravsky@flathead.mt.gov

Questions about this RFP must be submitted via e-mail or in writing to the SPOC by August 9, 2013. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County’s responses will be posted by August 13, 2013, on the Flathead County webpage at: https://flathead.mt.gov/human_resources/rfp_wage_survey.php. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Flathead County.

Qualifications/proposals must be submitted to the **Board of County Commissioners, 800 S Main St, Room 302, Kalispell, MT 59901**, no later than **10 am on August 19, 2013**. No late, faxed, or emailed proposal submittals will be accepted. Six (6) paper copies and one (1) electronic disk copy of the RFP response must be submitted in a sealed envelope. Please label the outside of the sealed envelope with: RFP-Salary Survey. Sealed responses are scheduled for opening by the Board of Commissioners at 10:00 am August 19, 2013, in the Commissioners Chambers at the Flathead County Courthouse.

PROPOSAL CONTENT:

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all tasks as described in the Scope of Work section of this RFP. Responses should include:

1. The firm’s legal name, address, telephone number, and principal contact email address;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
4. A description of the firm’s prior experience of any similar wage and benefit surveys, including response rates from both public and private entities;
5. A description of the firms current work activities and how these will be coordinated with the project, as well as the firm’s anticipated availability during the term of the project in order to meet the project deadline;
6. The proposed work plan and schedule for activities to be performed;

7. A minimum of three references that are knowledgeable regarding the firm's recent performance on projects, including the company name, contact person, contact telephone number, and contact email address, along with a description and completion date of the project performed. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification.)

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

EVALUATION CRITERIA:

Respondents will be evaluated and scored according to the following factors:

1. The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 25%
2. The firm's ability to meet time and project budget requirements– 25%
3. Location of firm– 10%
4. Present or projected workload that would affect completion of the project – 15%
5. Related experience on similar projects, including survey response rates – 20%
6. Recent and current work for the agency – 5%

SELECTION PROCESS:

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring any examples of related work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services

proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves conducting a comprehensive wage and benefit survey, and no future work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

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