

WHITESIDE COUNTY, IL REQUEST FOR PROPOSAL

The Whiteside County Board is requesting proposals for a POSITION CLASSIFICATION and COMPENSATION STUDY as outlined below. Please read this entire package and submit your proposal in accordance with these instructions. Proposals improperly prepared and submitted may be rejected.

DESCRIPTION OF PROJECT: The Whiteside County Board is seeking proposals from qualified consultants, experienced in the development of job evaluation and compensation systems, to provide a comprehensive assessment of the County's current position classification and compensation program.

GENERAL SPECIFICATIONS:

SEND PROPOSALS TO: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819

CONTAINER: Sealed Envelope

CONTAINER IDENTIFICATION: Lower Left-Hand Corner
"POSITION CLASSIFICATION and
COMPENSATION STUDY"

SUBMIT: Signed Original and 1 Copy

PROJECT CONTACT: Joel Horn
County Administrator
(815) 772-5100 8:30 am - 4:30 pm

DATES:

ISSUE DATE: Friday, September 27th, 2019

DUE DATE & TIME: Friday, November 1st, 2019 at 12:00 pm
County Administrator's office, Rm 102
Whiteside County Courthouse, Morrison, IL

OPENING: Friday, November 1st, 2019 at 1:00 pm
Room 108
Whiteside County Courthouse, Morrison, IL

Provisions: Whiteside County retains the right to reject any or all proposals, to waive technicalities, and accept the proposal which they believe to be the most advantageous to the County.

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WHITESIDE COUNTY BOARD

ADVERTISEMENT FOR PROPOSAL

The Whiteside County Board hereby requests written proposals for a POSITION CLASSIFICATION and COMPENSATION STUDY.

Information may be obtained via the internet at www.whiteside.org , or by contacting the County Administrators office, Rm 102, Whiteside County Courthouse, 200 East Knox Street, Morrison, IL between the hours of 8:30 am and 4:30 pm Monday through Friday (excluding legal holidays).

For further information, please contact: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819
(815) 772-5100

DUE DATE & TIME: Friday, November 1st, 2019 at 12:00 pm
County Administrators office, Rm 102
Whiteside County Courthouse, Morrison, IL

Publish On: Wednesday, October 2nd, 2019.
Certificate of Publication required.

Send Invoice and Certificate of Publication to: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819

INTRODUCTION AND BACKGROUND

Whiteside County was established in 1836 and operates under the township form of government. The County serves an area of approximately 697 square miles with a population of 58,498. Whiteside County is located in the northwest corner of the state of Illinois. The County is governed by a 27 member County Board. The County’s fiscal year begins December 1 and ends November 30. The offices of the Treasurer, County Clerk, Recorder, State’s Attorney, Circuit Clerk, Sheriff, and Coroner are elected on a countywide basis. The County is organized into 17 offices or departments. The County employs approximately 280 full time and 93 part time employees with a total payroll of approximately \$16 million. All union compensation is governed by contract. There are a total of 83 union personnel under four union contracts: FOP (47)– Sheriff Deputies, Correctional, Telecommunication Officers, Sheriff Sergeants and clerical staff; FOP (13)– Probation Officers; FOP (13)– Deputy Circuit Clerks; Teamsters (10)– Highway Maintenance Workers. The remaining 290 full-time and part-time personnel are all non-union.

Whiteside County Employees by Department as of July 2019

Department	Full-Time Employees	Part-Time Employees
Administrator	3	1
Assessments	5	0
Information Technologies	3	1
* Circuit Clerk	14	2
* Coroner	1	5
* County Clerk	3	2
Court Services	21	0
Economic Development	2	0
** Health	111	43
Highway	15	2
Public Defender	3	3
* Recorder	3	1
* Sheriff	73	31
* State's Attorney	15	1
* Supt. of Schools	2	0
* Treasurer	3	1
Zoning	2	0

* Elected officials(all others are appointed).

** Health Department excluded from study.

Several of the County’s principal business offices are located in the Whiteside County Courthouse and Law Enforcement Center at 200 E. Knox St., Morrison, Illinois. Other County offices include the Eastern Branch Court Facility located at 101 E. 3rd St., Sterling, IL 61270, the Whiteside County Highway Department at 18819 Lincoln Rd., Morrison, IL 61270 and the Whiteside County Health Department at 1300 W. 2nd St, Rock Falls, IL 61071.

The current Whiteside County position classification plan was implemented in 1992. This is a pay grade based system with a total of 18 pay grade levels. There is an 8% spread between each pay grade and a range of 75% between the minimum and maximum pay for each grade. Currently, when a new position is created or a position is deemed to need analysis for reclassification or classification, the responsible Department Head consults with the County Administrator. A recommendation is then made to the Parent Committee. If approved by the Parent Committee, a recommendation is made to the Wages and Salary Committee for approval. Each year the Wages and Salary Committee evaluates and recommends to the County Board the budgetary ability of the county to provide a pay increase to county employees. In recent years eligible non-union employees received an approximate 2.5% pay increase effective December 1. Union employees receive pay increases per union contract.

The County Board intends to maintain a position classification and compensation system that meets the following goals:

- A. Complies with Federal and State laws.
- B. Establishes fair and equitable compensation relationships within the organization.
- C. Reflects relevant market conditions outside the organization.
- D. Is applied organization-wide professionally, consistently and objectively. Has employee input as a part of the study.
- E. Is maintained in accordance with best business practices.

It is desired to obtain a consultant who will assist the County in the following:

- A. Conduct a comprehensive analysis of the County's current position classification system and compensation program.
- B. Conduct a full market analysis of wages and benefits in comparable jobs in the County's labor market.
- C. Assess the impact of the phase-in of the \$15/hour minimum wage and develop a plan to comply with the law.
- D. Make recommendations for improvements to the existing position classification and compensation system and/or make recommendations for the implementation of a new job classification and compensation system.

All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Proposal (RFP) is an invitation by Whiteside County for consultants to submit an offer, which may be subject to subsequent discussion. It is not a request for competitive bid. Submittal of a proposal does not create any right in or expectation to a contract with Whiteside County. Whiteside County reserves the right to reject any or all proposals and the County further declares that it will incur no financial obligations for any costs by any company in preparation of their proposal.

NOTE: Whiteside County Health Department will not be included in this study.

Statement of Qualifications

To be considered, a consultant must be a full-service consulting firm with expertise in compensation structure analysis and maintenance and market pay analysis. The consultant must also be able to provide full support in the reclassification and classification of positions and have the tools available to train Whiteside County staff in this process. The consultant should be able to demonstrate that its job evaluation and compensation system has been successfully implemented in at least three government entities, preferably within the State of Illinois.

Selection Criteria

- A. A selection committee will evaluate each submitted proposal to determine those firms who may be invited for an oral interview. It is anticipated that interviews will be scheduled during the month of November. The selection committee will be the Executive Committee of the Whiteside County Board. The selection committee will recommend a contract with one firm to the Whiteside County Board. The County Board will provide final approval of the selection.
- B. Proposals submitted will be evaluated using the following criteria:
 - a. Compliance with the RFP
 - b. Qualifications of the firm and experience in developing and/or maintaining position classification and compensation systems in governmental jurisdictions, particularly in County government.
 - c. Familiarity with County Government in Illinois.
 - d. Credentials of the individual(s) that will conduct the study.
 - e. Type of job evaluation system(s) the firm is familiar with.
 - f. Ease and method of post contract maintenance of the classification and compensation system.
 - g. Results of an oral interview/presentation, if conducted, with Whiteside County.
 - h. The selection committee's confidence in the ability of the proposer to satisfactorily provide the services required.
 - i. Cost; including proposed contract terms, a fee schedule and payment plan based upon measurable contract milestones.

Overall Scope of Work

Once a consultant has been identified and approved by the Whiteside County Board; a Compensation Committee will be established to lead the County in this project.

- A. Communication Expectations** - The successful consultant will be required to meet with the Compensation Committee at the initiation of each phase of the study and make oral presentations to the Committee at the conclusion of each phase. Additionally, any reports on the results of the study or recommendations during any part of the project will also be provided in writing. The County further expects ongoing and open communication between designated County representatives and the consultant over the course of the project. All products and recommendations must comply with applicable State and Federal laws and enhance the County's ability to obtain and retain qualified personnel.
- B. Timetable for the Compensation Study** - The County would like the selected consultant to meet with the Compensation Committee and begin market analysis and job evaluation/pay structure analysis as soon as possible, but no later than December 1st, 2019.

- a. Additionally, the County would ideally like the market analysis, with recommendations, completed by March 16th, 2020 and the entire project completed by May 1st, 2020. The County is open to considering other timelines based on consultant resources or past experience. Any recommendations exceeding the preferred timeline need to be provided in detail in the consultant's proposal.

C. Scope of Services to be Provided

- a. Review and analyze relevant organizational concerns and objectives. Determine current organizational needs in regard to a classification and compensation system.
- b. Conduct a full market analysis of the compensation, classification and benefit structure for positions detailed in Attachment A(NOTE: Excludes the Whiteside County Health Department). The analysis should include specific comparables segmented locally and regionally in northern Illinois, with demographics similar to Whiteside County, by job market and/or description. This should include providing an action plan that specifies how the analysis will be conducted, including how input and involvement of staff will occur, what steps will be taken to ensure objectivity and impartiality, and how the market rates for similar jobs in the relevant market will be identified.
- c. Review all subject positions and properly classify those positions in accordance with the Fair Labor Standards Act (FLSA) provisions relative to exempt and non-exempt status.
- d. Document position responsibilities for all staff.
- e. Assess the impact of the phase-in of the \$15/hour minimum wage and develop a plan to comply with the law.
- f. Determine the need for a new compensation and classification system or recommend improvements to the current system based on results from the market analysis that meets the requirements of the law, recognizes tenure, assures internal equity and external competitiveness, has the ability to be coordinated with current labor agreements, and incorporates the market conditions identified in the study.
- g. Comment on the quality and cost of the current Whiteside County benefits program. Discuss with County leadership the issue of pay progression with appropriate consideration for both length of service and performance. Make recommendations based on the identified pay philosophy, feasibility and affordability.
- h. Review supporting pay administration policies, including overtime pay status and policies. Review the current process for internal maintenance of the classification and compensation system, making recommendations as appropriate.
- i. Design an objective Performance Review Tool which best represents the recommended new pay system or the recommended improvements to the current system. The tool should be universal with the ability to add Department specific criteria. The consultant will also provide training on the proper use of this tool.
- j. Provide an alternative performance evaluation tool that includes merit-based increases(can be either all positions, exempt positions or opt-in).
- k. Design and produce an overall plan that is clear and understandable in order to promote employee and employer acceptance of the results.
- l. Recommend an implementation strategy for the updated compensation system with the lowest financial impact on the county's operating process and greatest gain to positions that fall outside of a designated range. This plan may be implemented over multiple years. Develop and participate in an appeal process for employees who do not agree with the classification for their own position. Appeals must be submitted within 30 days of plan adoption.
- m. Upon implementation of the compensation system, the consultant will provide training to all County staff on the utilization and maintenance of the system. Additionally, the consultant will provide the necessary documentation and other materials so the County

will be able to maintain the system independent of the consultant following the implementation of the job evaluation/compensation plan.

- n. The successful consultant must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, and status with regard to public assistance, disability or age.
- o. Present, in person, progress reports and/or issues to the Compensation Committee or County Board on a regular basis and at critical points in the study.
- p. Present, in person, to the Compensation Committee, Executive Committee, and to the County Board the final report which summarizes the information gathering process, findings, and the estimated cost of wage recommendations and an implementation plan.

Proposal Requirements

- A. All proposals submitted in response to this request for proposals shall contain the following information in the stated order:
 - a. Name, address and telephone number of the firm.
 - b. Description of the firm (corporation, partnership, etc.) and year established.
 - c. Description of experience in developing and/or maintaining classification and compensation systems in governmental jurisdictions, particularly in County Government.
 - d. Name(s) of all partner(s), principal(s) and/or owner(s) of the firm.
 - e. Names of persons who would conduct the study and their credentials. None of the work performed under the proposal shall be subcontracted.
 - f. Names of entities, especially governmental, where these persons have performed, along with a name and title of a contact person at each entity.
 - g. At least four references, where your firm has performed in the past two years, preferably other governmental units, including an individual contact name, name of organization and phone number that the County may contact regarding projects of similar size and content as outlined in this request (both union and non-union wage and classification systems and implementation approaches).
 - h. A description of the basic philosophy of the consultant regarding the relevance and importance of job classification and employee evaluation systems, including information regarding the consultant's general approach to the development of job classifications and compensation pay system.
 - i. The cost proposal shall include a breakdown of the firm's rates, fees, and charges for services, by component part and for the total project. Include a proposed payment schedule, proposed contract terms and/or any proposals for annual maintenance of the plan.
 - j. The proposal shall clearly define training which will be provided to County staff that will be responsible for ongoing maintenance of the compensation plan.
 - k. The proposal shall clearly define, identify, and estimate the cost of any additional services and/or reimbursable services that the consultant did not include in the not to exceed lump sum cost.
 - l. The consultant is encouraged to explore areas in which the County personnel may provide assistance with the specific goal of reducing ultimate County costs. Alternate proposals in identified areas are encouraged.

- m. The consultant shall provide a sample of any standard contract form normally used by the consultant.
- n. A statement ensuring validity of the proposal for at least ninety (90) days.

INSTRUCTIONS TO VENDORS

- A. **RESPONSIBILITIES:** It is the responsibility of the Vendor to thoroughly examine and familiarize themselves with all aspects of the proposed project, including Deadlines, Site Locations and Any Special Requirements.
- B. **INTERPRETATIONS:** No oral interpretations made to any vendor will be binding. Requests for interpretations or changes must be made in writing to the County Administrators office seven (7) or more working days prior to the published deadline date.
- C. **GENERAL INFORMATION:** Names and qualifications of corporate/company officers/owners. Company address/location(s) and other appropriate contact information. A brief history of the company. A full description of the Bidder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.
- D. **REFERENCES-** Provide contact information for four individuals that have had experience with the vendor's company.
- E. **METHOD OF SUBMISSION:** There shall be a single submission for each proposal remitted. Alternatives may be submitted, but must be in the form of a separate proposal. Proposals must include one signed original and one copy. Proposal documents shall be enclosed in a sealed envelope. The envelope shall be labeled clearly "POSITION CLASSIFICATION and COMPENSATION STUDY " in the lower left hand corner. Multiple Proposals from a single vendor may be enclosed in a single envelope. Whiteside County Board retains the right to reject any or all proposals, to waive technicalities, and accept the bid which they believe to be the most advantageous to the County.

ADDENDUMS

Liability and Indemnification

- A. The county will be shown as an additional insured. Such coverage shall be primary and non-contributory.
- B. Commercial general liability (including products/completed operations)
 - a. Aggregate: \$1,000,000.00.
 - b. Each occurrence: \$1,000,000.00.
- C. Professional liability insurance:
 - a. Aggregate: \$1,000,000.00 (may be adjusted, depending upon size and scope of work).
 - b. Each occurrence: \$1,000,000.00.
- D. Umbrella coverage may be required, depending on the size and scope of the project. Typically, the county asks for umbrella coverage with a \$1,000,000.00 limit. If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement. The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
- E. Personal and advertising injury: \$1,000,000.00.
- F. Business automobile liability: for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$1,000,000.00 per occurrence.
- G. Workers' compensation: as required under state law (including owners or partners who are active in the business). A waiver of subrogation is required.