



# **FOUNTAIN INN**

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## **REQUEST FOR PROPOSALS**

### **THE CITY OF FOUNTAIN INN**

**RFP #2018-007**

#### **EMPLOYEE COMPENSATION AND PAY CLASSIFICATION STUDY**

**ISSUE DATE: TUESDAY, NOVEMBER 13, 2018**

#### **CLOSING LOCATION:**

**FOUNTAIN INN CITY HALL**

**ATTN: SHAWN M. BELL**

**200 NORTH MAIN STREET**

**FOUNTAIN INN, SC 29644**

**(864) 862-4421 ext. 4422**

**CLOSING DATE AND TIME: TUESDAY, DECEMBER 4, 2018  
AT 12:00 NOON.**

## **INTRODUCTION**

The City of Fountain Inn solicits written proposals from qualified firms to provide the City with a comprehensive Employee Compensation and Pay Classification Study.

## **GENERAL BACKGROUND**

Nestled in the foothills of Upstate South Carolina, Fountain Inn is a charming city in the heart of an incredibly scenic state. Only minutes from the mountains and a couple of hours from the coast, Fountain Inn is the ideal location for relocating families, friends and business. Fountain Inn is split between Greenville and Laurens Counties. According to the most recent estimates US Census estimates, the population for the City of Fountain Inn has a population of 8,688.

The City has a seven member City Council operating under the Council form of government. City departments include Administration, Public Works, Judicial, Police, Fire, Gas, Special Events, and Recreation. The City currently employs approximately 102 full and 26 part-time municipal employees under approximately 69 job titles.

The City's most recent classification and compensation study by an outside contractor was conducted in February 2008. Many of the positions evaluated at that time have been reviewed and updated when necessary. Some new positions have been created and have been incorporated into the plan. Other positions have been eliminated. Since the plan was adopted, inequities and compression have developed, and the criteria and weighting of various factors of the system need to be updated.

## **GOALS AND OBJECTIVES**

The purpose of the Classification and Compensation Study is to address changes in City operations and staffing over the past decade which may have affected the type, scope, and level of work being performed.

The City's objectives are to:

- Attract and retain qualified employees.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills, and abilities are classified together.
- Provide salaries commensurate with assigned duties.
- Clearly outline promotional opportunities and provide recognizable compensation growth.
- Provide justifiable pay differential between individual classes.
- Ensure our benefits package is in line with our competitors.
- Maintain a competitive position with other comparable government entities and private employers within the same geographic area.

## **SCOPE OF WORK**

All work will be done with regular involvement of the Human Resources Department, Administration, Department Heads and other key personnel will be involved as necessary. It is expected that regular presentations and meetings will be held with these individuals or groups as needed and their input will be incorporated into the process. Presentation to City Council upon completion of the project is also expected.

The successful respondent will be required to provide the following services:

### Classification Plan

- Conduct interviews and/or job audits of every job within the City. May be conducted with individual employees or in groups based upon classification.
- Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum Proposals (education and experience; knowledge, skills and abilities), working conditions (physical demands, work environment, etc.), and certification, license, and/or registration requirements for classification as needed. Create new job descriptions as needed. Job descriptions must be accurate and consistent with FLSA, EEO, and ADA considerations.
- Present proposed recommendations to the Human Resources Director and Administrator for review prior to making any final classification determinations. Finalize class specifications and recommend appropriate classification for each employee including correction of identified discrepancies between existing and proposed classification.
- Provide recommendations on staff alignments, reporting relationships and organizational structure.
- Provide a straightforward, easily understood, maintenance system that the City will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium in Word and PDF format. Maintenance should include annual activities, as well as the process to be used in the review of the classification of individual jobs, as needed.
- The system must easily accommodate organization change and growth or conversion.
- The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concepts of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
- The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the compensation plan's effectiveness.

### Compensation Plan

- Review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
- Conduct a comprehensive base salary and benefits survey and an analysis of positions in comparable South Carolina municipalities. Historically, the City of Fountain Inn has used the following cities as its benchmark cities:
  - Simpsonville, Mauldin, Clinton, Laurens, Travelers Rest, Greer, Laurens CPW, Greer CPW, ReWa, LCWSC, Easley, Clemson, Clinton-Newberry Natural Gas Authority, and Fort Hill Natural Gas

- Based on the results of the survey and best practices, recommend a classification/compensation and position evaluation system that adheres to the following basic elements and characteristics:
  - Must meet all legal requirements, be totally nondiscriminatory, and provide for compliance with all pertinent federal, state and local requirements.
  - The system must be easy for management to administer, maintain and legally defend.
- Identify potential pay compression issues and provide potential solutions.
- Prepare an analysis of the financial impact for implementation of the new classification and compensation plan. Recommend implementation strategies to include phasing.
- Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
- As a separate component to compensation review and analysis, perform analysis and evaluation of benefit plans, including any recommended changes.

### Study Conclusion

- Prepare a written final report of recommendations, including discussion of methods, techniques and data used to develop the classification and compensation plan, present final report to Council and make any revisions needed based upon that report and present again should that be necessary.
- Prepare a report of the total compensation system that compares the City and its relation to the market.
- Prepare an analysis of the financial impact for various implementation dates of the new classification and compensation plan and define funding issues, if any.
- Prepare a report of the benefits package that compares the City and its relation to the market.
- Provide instructional information and instructions to allow City staff/Human Resources to conduct individual salary audits and recommend adjustments consistent with study methods.

## **CONTENT OF PROPOSALS**

Proposals must include a cover letter stating the respondent's interest in providing the services and the signature of the individual or the representative authorized to enter into contracts on behalf of the respondent. Proposals should be concise, clearly outlined and should address the following:

### **PROPOSER'S PROPOSALS:**

- Agents and address list – The address, email address, and telephone numbers of the office from which the services are to be provided and the person designated to serve as project manager.
- Resumes summarizing the Proposals and experience of the individuals who will be conducting the study must be provided. Any and all sub-consultants should be clearly identified.
- Experience – Describe the experience the firm has had in conducting similar studies.

Please note any relevant work for other governmental entities.

- Statement of Methods and Procedures – Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Please identify any unique issues or challenges related to the project.
- Structure and Content of Work Product – Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information
- Work Schedule – Provide a timeline indicating tasks required and the start/completion dates for each. It is expected the work will commence as soon as possible after Council approval of the contract.
- References – All proposals should include names, addresses, telephone numbers, and contact persons at five (5) other organizations for which comparable services have recently been rendered. Information for other governmental jurisdictions is preferable.

### **PROPOSER'S PROPOSAL FOR ACCOMPLISHING THE SCOPE OF WORK AND PROVIDING THE NEEDED DELIVERABLES:**

- Describe the process to be used on accomplishing the scope of work.
- Describe when the work and begin and the anticipated date for delivery of the deliverables. Provide an anticipated timeline/schedule for the work to be done.
- Identify the personnel who will be assigned to the work required of this request for proposals.
- Describe any online tools/services available for City Staff to track, respond to, or comment on the work as it progresses.
- Provide a copy of a pro forma report/study that represents the anticipated format of the deliverables.
- Set forth the anticipated fees and costs for the work to be performed. This should be thorough and complete and include, but not be limited to, travel, any license fees, copy, postage. Etc., involved in the work to be performed.

### **SELECTION CRITERIA**

- Demonstration of the firm's ability to successfully complete all requirements as specified in the Scope of Work, including what methods will be employed.
- Experience in similar consulting services.
- Qualification of project staff, including internal staff and/or staff that may be involved in duties being outsourced.
- Performance history (references).
- Quality and suitability to of the work described to be done for the City.
- Quality and suitability of the proposed deliverables.
- Cost.

## INSURANCE REQUIREMENTS

Prior to execution of a contract derived from this RFP, the awarded individual/firm shall obtain and maintain in force at all times during the term of the contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business in the State of South Carolina. The Certificates shall clearly indicate that the individual/firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the individual/firm of his/its liability and obligations under the resulting contract.

## LIMITATIONS

The City reserves the right to cancel this Request for Proposals and to reject any or all responses in whole or in part, when it is for good cause and in the best interests of the City, at its sole discretion.

## SUBMISSION REQUIREMENTS

The original (wet ink signed) and three (3) copies and an electronic copy (on a thumb drive – NO EMAIL) of responses to this RFP are to be mailed or hand delivered by the deadline to:

Shawn Bell, City Administrator  
City of Fountain Inn  
200 N Main Street  
Fountain Inn, SC 29644

**RESPONSES MUST BE IN A SEALED ENVELOPE LABELED "RFP 2018-007 EMPLOYEE COMPENSATION Y PAY CLASSIFICATION STUDY" AND RECEIVED BY THE CITY ADMINISTRATOR, 200 N MAIN STREET, FOUNTAIN INN, SC 29644, NO LATER TUESDAY, DECEMBER 4, 2018 AT 12:00 NOON.**

Late responses will not be accepted. Faxed and emailed responses will not be accepted.

No proposal may be withdrawn for a period of sixty (60) calendar days after the submittal deadline.

All cost incurred in preparing the proposal or cost incurred in any other manner by a consultant in responding to this RFP will be wholly the responsibility of the consultant. All materials and documents submitted in response to this RFP become the property of the City of Fountain Inn and will not be returned.

## **CITY CONTACT**

If you have questions regarding this RFP, the compensation/classification study and/or specifications, contact Shawn Bell at [shawn.bell@fountaininn.org](mailto:shawn.bell@fountaininn.org) , **NO PHONE CALLS WILL BE ACCEPTED.** Questions will be accepted until Thursday, November 29<sup>th</sup> at 12:00 Noon and a project addendum (if necessary) will be posted on the City's website by the end of Friday, November 30<sup>th</sup>.

## NON-DISCRIMINATION STATEMENT

The Vendor certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Fountain Inn or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of the Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract; entitling the City of Fountain Inn to declare the contract in default. Therefore, will exercise any and all applicable rights and remedies including but not limited to: cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation/payment due on a contract.

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**Signature**

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**Title**

## COMPENSATION AND CLASSIFICATION STUDY PROPOSALS

I have read and understood the requirements set forth in this **RFP #2018.007** and agree to therewith.

**MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE WITH THE ABILITY TO BIND THE PROPOSER'S COMPANY.**

**SUBMITTED BY:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
Area Code