

TOWN OF CHILMARK
REQUEST FOR QUOTES

FY 2015 CLASSIFICATION AND COMPENSATION STUDY

PURPOSE OF REQUEST

The Town of Chilmark (the “Town”) seeks to have an independent review of the Town’s Classification and Compensation Plans (together, the “Plan”) to determine both the appropriate groupings of positions in classes on the basis of the duties, responsibilities and requirements of the positions and the appropriate pay levels on the basis of qualitative (position worth) and quantitative (comparable survey) data.

BACKGROUND

The Town of Chilmark currently employs approximately seventy four (74) full and part-time municipal employees under approximately thirty five (35) job titles classified into twelve (12) compensation grades as identified in the Town’s Personnel Bylaw. The town also employs approximately forty five (45) seasonal employees under twelve (12) job titles. This study is limited to the twenty three (23) positions that work 20+ hrs/week year-round. School Department positions are not governed by the Personnel Bylaw and will not be examined for the purpose of this proposal.

The most recent review of the Plan was completed in 2000 using a rating manual which was developed by the consultant at that time. The current Plan has served the Town well.

During the past four years considerable effort has been expended by the Human Resource Board to update our Municipal Position Evaluation Manual and many of our Positions Descriptions. While the passage of time dictates the need for a professional review with recommendations by an objective and qualified third party to maintain the Plan’s continued functionality and/or to recommend changes to the Plan, the Human Resource Board is not expecting major changes to the manual.

Copies of the current Compensation and Classification Plan, as well as a sample job description, are attached for your information.

OBJECTIVE

The general objectives of this study are as follows:

A. To review current position descriptions and ensure that all descriptions are in full compliance with federal and state statutes and regulations. To review all current Chilmark job descriptions and determine if each accurately reflects the job duties, responsibilities, and required knowledge, skills and abilities as currently performed.

B. To review all three elements of the Town’s position classification system and determine if the total system reflects the actual job responsibilities and compensation for all Town jobs. The three elements are:

- a. Position description
- b. Hourly pay grade and step compensation rates
- c. Municipal Position Evaluation Manual

C. To develop compensation ranges for each position for the Town of Chilmark.

D. If there are recommendations to make changes to the existing Municipal Position Evaluation Manual, they will be documented and provided to the Town.

SCOPE OF SERVICES

Orientation:

The consultant will meet with the Human Resource Board to clarify the goals and objectives of the project. The consultant shall meet with the Study Committee (two members of the Human Resource Board and the Executive Secretary) weekly to review progress and discuss options. Three of the meetings must be in person at the Town Hall, while others may be by adequate remote participation. The consultant will meet with Department Heads in person to explain the goals and objectives of the study, and to solicit input from the Department Heads. The consultant will then meet with the employees as a group to explain the project and respond to any questions.

Review and Analysis:

The consultant will distribute to all employees in all affected positions a position questionnaire to complete, which includes job duties, requirements and responsibilities, and other data as required. All questionnaires will be reviewed by the employee's supervisor, Department Head and committee or board before being returned to the consultant. It shall be the Town's responsibility to make sure that all questionnaires are returned in a timely manner.

The consultant will review the existing job descriptions and the position questionnaires to determine whether changes should be made to the existing job description to appropriately delineate the current duties, responsibilities, qualifications and requirements of the position. The job descriptions will also be reviewed to determine that they meet Federal and State standards, such as ADA, and other standards of modern personnel administration. Any recommended changes to position descriptions will be reviewed and approved by the Human Resource Board, the Department Head and the appropriate board or committee.

The consultant will evaluate the positions, applying job evaluation criteria, and rank the positions based upon position requirements. The ranking will be based upon factors proposed by the consultant, including required education and experience, intellectual skills and knowledge, physical effort, accountability, supervision, individual judgment and initiative, etc. The consultant will also include the identification of positions as exempt or non-exempt based on the federal Fair Labor Standards Act. The consultant will recommend a classification structure based on this evaluation for the Town.

The consultant will perform a market survey of all Martha's Vineyard Island municipal organizations. The market survey should solicit and obtain qualifying factors that would affect the pay structure including the hours worked per week by employees in the various positions in those comparable communities to consider both internal and external equity.

The consultant will utilize both the job questionnaire data and the market survey to recommend changes, if any, to the classification and compensation plan for the town.

At the conclusion of the study, the consultant will provide a. position descriptions, b. Hourly pay grade and step compensation rates, c. Municipal Position Evaluation Manual to be utilized by the Town to objectively evaluate new or revised positions following the conclusion of the study. The manual shall describe the methodology used by the consultant to undertake the study and how it can be utilized by the Town in the future, including their methodology. The manual should be presented in hardcopy and in electronic format, and should include any formulae or other elements to ensure that the Town can easily utilize the methodology to update the classification plan periodically until the next independent review.

Financial Impact

The consultant shall prepare an analysis of the financial impact for implementation of any new recommendations regarding classification and compensation plan. After approval by the Town, the consultant shall prepare an analysis of the financial impact of the approved recommendations.

Presentations:

At the conclusion of the project the consultant will meet with the Human Resource Board to discuss the recommendations and submit the final report. The consultant will also be available to make a presentation to the all town staff, Board of Selectmen and other committees to review the project.

ADDITIONAL REQUIREMENTS

The consultant must commence work on the project within two weeks of execution of the contract with the Town. "Commence work" shall be defined as (1) holding the first meeting required above, and (2) distributing job questionnaires to employees. The project shall be completed within three months of commencement of the project. Any deviation from this expected schedule must be clearly indicated in the submittal.

The consultant is expected to provide ten (10) printed copies of the completed document, including but not limited to an introduction, description of the methodology used, recommended job descriptions, survey results and final recommended classification and compensation schedule. This should also be available in electronic format.

All travel and related expenses associated with this project shall be included in the lump sum price proposal.

The successful consultant will indemnify the Town of Chilmark at the time of contract execution against any and all losses and damages by the provision of liability insurance in the amount of five hundred

thousand dollars (\$500,000), and provide evidence of the Worker's Compensation insurance as required by law.

SUBMITTAL REQUIREMENTS

1. Non-Price Requirements

The name and address of the firm and the name, telephone numbers, and email addresses of the persons who can be contacted concerning this project.

A description of the general skills of the firm, including a description of the firm's familiarity with municipal personnel management, position description preparation and salary survey analysis. Also the resumes of the principal(s) who will be providing the services under this contract.

A list of at least seven (7) projects of similar nature performed by the consultant, with at least three (3) projects for municipalities in Massachusetts within the last three (3) years including the client's name, address, telephone number, contact person and brief description of the project.

A plan of services describing the manner in which the firm shall fulfill the project as described in the Scope of Services, including a schedule for completion with a detailed timeline. This should be submitted in an envelope clearly marked "Classification and Compensation Study – Plan of Services."

Seven (7) copies of the Quote should be submitted.

2. Price Requirements

The cost for the services required as described in this request for quotes using the form attached. The form shall be enclosed in a sealed envelope marked "Classification and Compensation Study - Cost of Services". No reference to the cost of the services to be provided under this contract shall be contained in any section of the Non-Price Requirements of the submittal. Along with the cost for services the Certificates of Non-Collusion and Tax Compliance that are attached must be included.

All travel and related expenses associated with this project shall be included in the lump sum price proposal. All Prices shall remain firm for 60 days after proposal deadline.

EVALUATION PROCESS

In order to qualify for consideration, all the information requested must be included in the submittal. Consideration will be given to the following:

1. Experience working with classification and compensation systems in Massachusetts municipal settings.
2. Experience conducting market surveys in municipal settings.
3. Experience reviewing and developing position descriptions.
4. Detailed timeline of completion of the project that is within the required three (3) months.

The Study Committee will review the Non-Price Proposals and rate the responses received privately. Upon the completion of the rating of the non-price proposals, the town will open the price-proposals and post them on the town web page.

Best price will be determined by taking into account the cost of services along with the rating of the non-price proposal in the considerations listed above.

The Study Committee will present their recommendations to the Human Resource Board and the Board of Selectmen. The Board of Selectmen will award a contract within 60 days of the submission deadline.

DEADLINE

The Town of Chilmark invites sealed proposals for the project described above. The nature of the contents and the name of the consultant should be clearly marked on the outside of the envelope.

Proposals are due not later than **4:00 p.m. Friday, March 27, 2015**, delivered to Town Hall or received through the mail, addressed to Chief Procurement Officer, Town of Chilmark, P.O. Box 119, Chilmark, MA 02535. If delivered by Federal Express or UPS addressed to 401 Middle Road, Chilmark, MA 02535.

Proposals received after the time stated will be returned unopened.

All submissions will be reviewed by the town and

Rejection of Quotations

The Town reserves the right to accept or reject any or all proposals, to waive any informality in the proposal. The Town will award the contract, as it shall decide to be in the best interest of the Town.

Questions

All questions concerning requirements may be directed to Tim Carroll, Chief Procurement Officer at 508-645-2101 or e-mailed to execsec@chilmarkma.gov

All questions will be answered in writing and all such questions and answers will be forwarded to all vendors who were either sent a copy of this Request for Quotes or requested it.

FORM FOR SUBMITTAL OF COST OF SERVICES
TOWN OF CHILMARK
FY 2015 CLASSIFICATION AND COMPENSATION STUDY

Company: _____

Individual Name: _____

Addresssss: _____

City & State and ZIP Code: _____

Phone: _____

Fax Phone: _____

Web Address: _____

Email Address: _____

I hereby propose to complete the Classification and Compensation Study for the Town of Chilmark as described in the attached Request for Quotes for the following lump sum of:

\$ _____

Please write out the dollar amount below:

Signature

Printed Name

Title

Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of individual submitting proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. ch. 62C§49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Authorized signature

Date

Name of person signing above (typed)

Name of business

Business address

City/State/Zip Code

Telephone Number

**Town of Chilmark
FY15 Compensation Plan - Based on 1.5% COLA**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	11.84	11.72	12.14	12.67	13.00	13.47	13.93	14.41
2	12.93	13.37	13.84	14.32	14.82	15.34	15.87	16.43
3	14.71	15.25	15.76	16.32	16.89	17.48	18.10	18.73
4	16.78	17.37	17.99	18.60	19.25	19.93	20.63	21.35
5	19.13	19.81	20.49	21.21	21.96	22.75	23.57	24.32
6	21.81	22.55	23.36	24.16	25.00	25.85	26.77	27.76
7	23.56	24.38	25.22	26.12	27.02	27.98	28.96	29.94
8	25.45	26.34	27.24	28.18	29.19	30.20	31.23	32.38
9	27.98	28.96	29.97	31.01	32.06	33.18	34.37	35.61
10	30.49	31.57	32.67	33.82	35.01	36.25	37.48	38.81
11	32.94	34.08	35.23	36.49	37.76	39.07	40.50	41.90
12	35.58	36.82	38.12	39.45	40.83	42.25	43.71	45.27