

Request for Proposal



EMPLOYEE COMPENSATION PLAN

The Lincoln County Administration Department is seeking to contract with an individual or entity qualified in public employee and elected officials compensation and classification to provide study, analysis, and recommendations regarding its compensation program for all County employees.

Specifications and instructions may be obtained from Randy Scholz, Lincoln County Administrative Coordinator at the Administration Department (801 N. Sales Street, Merrill), or online at www.co.lincoln.wi.us . Proposals must conform to the requirements of the specifications and instructions.

Proposals must be received by the Administration Department on or before 4:00 PM on March 18, 2016 and will be publicly opened at the Administration Department Office located at 801 N. Sales Street at 4:05 PM that day.

INSTRUCTIONS

1. PROPOSALS.

All proposals will be addressed to Lincoln County Administration Department (Attn: Administrative Coordinator), 801 North Sales Street, Merrill, WI 54452, and delivered to the Lincoln County Administration Department. Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labelled “**Employee/Elected Official Compensation Plan Bid**”. Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed (by the individual or by a duly authorized representative of the entity) and dated. Proposals must remain firm for a period of ninety (90) days.

Issuance of this request for proposal does not confer any rights to any prospective proposer and does not obligate Lincoln County to engage in any procurement or to purchase. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person submitting the proposal.

Any confidential or proprietary information should be clearly marked as such. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Wisconsin’s Public Records Law.

Once submitted, the proposals and any supplementary documents become the property of Lincoln County.

2. LATE PROPOSALS

Proposals that are not timely received will not be accepted. Late proposals will not be opened nor returned to the bidder. Proposals by email or fax will NOT be accepted. Actual receipt is required.

3. COMPETITIVE PROPOSAL/BID.

This is a competitive proposal/bid. The contract shall be awarded to the lowest qualified and responsible proposer/bidder.

4. PREVAILING WAGE RATE

Contractors may be required to pay not less than the prevailing wage rates on the project as established by the State of Wisconsin Department of Workforce Development, Equal Rights Division – Labor Stands Bureau, pursuant to Wisconsin Statutes. Copies of the prevailing wage rate determination (if applicable) will be incorporated in the contract documents by reference.

5. QUALIFICATIONS OF INDIVIDUAL OR ENTITY

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services/work contemplated. Lincoln County may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the services/work. Lincoln County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services/work contemplated.

Lincoln County may, in its' sole discretion, require proposers to submit sworn statements as to financial ability, equipment and experience in the work/services prescribed AND other matters that the County requires for the protection and welfare of the public in the performance of a public contract. Persons or entities offering bid proposals are strongly encouraged to incorporate such information (and references for recent, similar work performed) in their bids.

6. CONSIDERATION/AWARD OF CONTRACT

Lincoln County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects. This solicitation may be cancelled.

The award of this contract shall be to the lowest responsible and qualified individual or entity offering the most advantageous bid to Lincoln County, so long as the bid is deemed compliant.

A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its' terms. Lincoln County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity.

Lincoln County and/or its' designee may choose to conduct interviews of qualified and responsible proposers and/or contact current and former customers of proposer.

7. EXAMINING THE RFP

Proposers/bidders assume responsibility for carefully examining the RFP and specifications for the work contemplated; investigating the conditions to be encountered; being satisfied as to the character, quality, and quantities of work to be performed and any materials to be furnished; understanding the requirements of the specifications, special provisions, and contract. Submission of a proposal shall be considered conclusive evidence that the bidder has made such examination.

8. CONTRACT

The successful individual or entity shall execute an Independent Contractor Agreement within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications and proposal in their entirety form the primary basis of the agreement and will be made part of the agreement.

9. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification, accreditation (and any fee therefor) shall be the responsibility of the successful individual or entity.

10. ETHICS/CONFLICT OF INTEREST

It shall be unethical for any person to offer, give or agree to give any elected official, employee or former employee or to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, a purchase request, influencing the contents of any specification or procurement standards, rendering any advice, investigation, auditing, or in any other advisory capacity in any proceedings or application request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

11. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.

12. INSURANCE

The selected individual or entity shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor is covered by the following types and amounts of coverage:

Type	Limits
Worker's compensation & Employer's Liability	Coverage A: \$ Statutory; Coverage B: \$100,000 Employers Liability
CGL/General liability (Bodily injury/Personal injury, Property damage)	\$1,000,000 each occurrence, Combined single limit \$2,000,000 each occurrence, Combined single limit (excavating/underground/collapse, if applicable to project) \$5,000,000 each occurrence, Combined single limit (if asbestos is involved in project)
Automobile liability – owned/hired/non-owned vehicles (Bodily injury/Property damage)	\$1,000,000 each occurrence, Combined single limit
Umbrella excess liability insurance	\$1,000,000 each occurrence, Combined single limit

Failure of County to demand such certificates or other evidence of full compliance with these

insurance requirements or failure of contractor to identify a deficiency from evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Contractor shall maintain insurance for the duration of the contract.

The certificate shall list the Certificate Holder and address as follows: Lincoln County, 801 North Sales Street, Merrill, Wisconsin 54452.

Insurance shall include under the General Liability and Automobile Liability Policies "Lincoln County, its employees, elected officials, representatives, and members of its boards and/or commissions" as "Additional Insured's".

All insurance shall include a thirty (30) day notice to the County prior to cancellation or material policy change.

Contractor shall require sub-supplier; if applicable, to furnish identical Certificates of Insurance to Lincoln County prior to contract taking effect.

13. NO ASSIGNMENT

Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing in advance.

14. DISPOSAL OF PROJECT-RELATED MATERIALS

Disposal of all materials must be at the Lincoln County Landfill located at N4750 Landfill Lane, Merrill, WI 54452 (715-536-9636).

15. TAX EXEMPT STATUS.

Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.

SPECIFICATIONS

1. PROJECT NARRATIVE

Lincoln County is soliciting proposals from highly qualified consultants for the purpose of conducting a comprehensive compensation and classification study for all classified positions and elected officials. (See Exhibit A attached hereto.)

2. SPECIFICATIONS/SCOPE OF SERVICES

These specifications/scope of services are intended to be primarily goal-oriented versus prescriptive in nature. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

The goal of the County is to update the current classification and compensation system utilizing accepted practices in the management and design of compensation systems in

accordance with applicable federal and state laws. In doing so, the objectives of the County are:

- To attract and retain qualified workers, elected officials and county board supervisors who will be paid equitable salaries/hourly pay
- To enable the County to maintain a competitive position with other comparable counties and private companies within the same geographic area
- To provide a compensation plan which is easy to understand and administer and simplifies the number of classifications and pay systems throughout the County
- Establish internal equity and external competitiveness
- Establish external equity using comparable size counties for county board supervisor compensation

The study shall evaluate the County's present classification and compensation structure as compared to the specific job market for comparable positions in the public and private sectors. The consultant shall perform or provide the following:

- A. Conduct project information meetings with employees and elected officials to explain the scope of the project, methods used, and the employee and elected official role.
- B. Review all current job classifications; analyze, document and validate same for job definition or purpose; working relationships; essential functions conforming to ADA regulations; education, experience and other skills, knowledge and abilities; level of authority, including judgment and decision making, supervision received and exercised, and special requirements, including licensing/certification requirements and work environment.
- C. Conduct interviews with employees and elected officials and appropriate supervisory and management staff, as required.
- D. Analyze all existing classifications and recommend additions and deletions to the current classification and compensation plan.
- E. Identify other Wisconsin counties that are comparable to Lincoln County, establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with identified comparable counties and other local public and/or private entities.
- F. Identify potential pay compression issues and provide alternative solutions.
- G. Recommend classification of each position relative to exempt and non-exempt status, in accordance with Federal Fair Labor Standards Act (FLSA) and the Wisconsin Wage and Hour regulations.
- H. Apply a job evaluation system to all positions to balance internal relationships with market factors.

- I. Conduct employee classification appeals after plan adoption. Appeals must be submitted within 30 days of plan adoption.
- J. Present progress reports to the Personnel Committee as requested, particularly at critical points in the study.
- K. Provide a recommendation for a process for maintenance of the classification and compensation system.
- L. Present to the County a final report and overall plan that is clear and understandable, and summarizes the information gathering process, findings, and the estimated cost of wage recommendations and an implementation plan.

3. GENERAL REQUIREMENTS, PERMITS, CODES AND STANDARDS

- A. All work under this contract shall be done in strict accordance with State of Wisconsin DNR & DWD, Federal Environmental Protection Agency (EPA) Clean Air Act, Occupational Safety and Health Administration (OSHA) worker safety codes and regulations, and all applicable Federal, State and local regulations, standards and codes governing lead and asbestos abatement and any other trade work done in conjunction with this project. All applicable codes, regulations and standards are adopted into this specification and will have the same force and effect as this specification.
- B. The contractor shall apply for and have on-site all required permits and licenses to perform the work as required by Federal, State and Local regulations.
- C. It is the contractor's responsibility to provide all materials, equipment and labor necessary to achieve any clearance or approval to both do the work and to put the work into service.
- D. It is the contractor's responsibility to provide and maintain protection for the public from any hazards caused by this work.
- E. Contractor will need to be responsible for providing their own ladders, scaffolding, lifts or other equipment necessary for the proper performance of the work.
- F. Contractor will be responsible for providing any necessary containment measures to protect occupants, workers and property.
- G. Contractor will be responsible for assuring that employees are provided with and wear any protective gear as required by any regulatory agency.
- H. Contractor shall provide a schedule indicating the approximate dates of all the key functions for the job.
- I. Contractor shall be responsible for the safe handling and transportation of all waste generated by this contract to the Lincoln County Solid Waste Landfill. Tipping fees shall be the responsibility of the contractor.

- J. Contractor shall assure that the project area is free of refuse/repared or replaced to the satisfaction of the County.
- K. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of the work, with respect to hire tenure, terms, conditions or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

4. COMPENSATION

The contractor is to provide a fixed price/lump sum for the completed project.

- A. The total not-to-exceed cost, as well as an itemized breakdown of the cost associated with major or important components of the study, as determined by the consultant. This includes any proposals for annual maintenance of the plan.
- B. Clearly define, identify, and provide an estimate of additional services and/or reimbursable services not included in the basic fee.
- C. Lincoln County will pay 50% up front, 25% upon receipt of deliverables, and 25% upon final presentation to Personnel Committee.

5. PROJECT SCHEDULE

EVENT	SCHEDULED DATE	TIME (all CST)
Release of RFP	February 17, 2016	8:00 AM
Proposals Due	March 18, 2016	4:00 PM
Proposals Opened	March 18, 2016	4:05 PM
Reference Checks/Visits	March 18-24, 2016	NA
Committee Action on Bid	March 25, 2016	8:00 AM
Completion Date	August 1, 2016	4:00 PM

6. QUALIFICATIONS

- A. Relevant Experience: Experience providing wage studies, presentations, and acquiring and analyzing necessary data with high levels of customer satisfaction expected of the profession.
- B. Contractor Information
 - 1. A brief description of the organization.
 - 2. Names and a brief description of the experiences and qualifications of the proposed staff member(s) who will be performing the services.
 - 3. Names of entities, especially governmental, where these persons have performed classification and compensation studies, along with reference contact name and title,

- telephone number and email address at each entity.
4. Names of entities, other than above, where your firm has performed classification and compensation studies in the past two years, along with reference contact name and title, telephone number and email address at each entity.
 5. Letter of introduction that includes name of contact person and contact information.
 6. Office location(s), ownership and affiliation, size of entity/company.
 7. Entity's objective in relation to this project.
 8. Key project personnel including responsibilities and qualifications to do this work.
 9. References – provide client name, contact name/title/address/phone of at least three clients that have been or are currently being provided similar service within the last five (5) years.
 10. 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.
 11. Methodology to be used in benchmarking and determining salary ranges.
 12. Information about the job evaluation system to be used and examples of questionnaires which could be used to collect data. Include methods to check and verify the data submitted.
 13. Description of training provided to County staff to ensure understanding of the system as well as ongoing maintenance of the plan.
 14. An estimated timeframe the project will take from beginning date to completion date, including significant milestones.

CLASSIFICATIONS OF AUTHORIZED COUNTY POSITIONS
(Exhibit A)

MAINTENANCE (4 FT)	1 ASSISTANT DIRECTOR	SOCIAL SERVICES (37 FT, 7 PT)
1 MAINTENANCE DIRECTOR	4 ACTIVITY ASSISTANTS	1 DIRECTOR
1 MAINTENANCE LEAD WORKER	1 MEDICAL RECORDS	1 CHILD WELFARE MANAGER
2 BUILDING MAINTENANCE WORKER	1 TRANSPORTATION CLERK	1 ACCOUNTANT
	1 IN-SERVICE DIRECTOR	5 SOCIAL WORKER
PINE CREST NURSING HOME (215)	1 TRANSITION COORDINATOR RN	8 ECONOMIC SUPPORT SPECIALIST
1 ADMINISTRATOR	1 SOCIAL WORKER DIRECTOR	1 LEAD CHILD SUPPORT SPECIALIST (PT)
1 DIRECTOR OF NURSING	1 SOCIAL WORKER	3 CHILD SUPPORT SPECIALIST (2 FT, 1 PT)
2 ASSISTANT DIRECTOR OF NURSING	1 BUSINESS MANAGER	3 FISCAL INFO SPECIALIST (1 FT, 2 PT)
1 PM SUPERVISOR	1 RECEPTIONIST	2 SOCIAL SERVICES AIDE (1 FT, 2 PT)
1 NOC SHIFT SUPERVISOR	1 PAYROLL CLERK	1 RECEPTIONIST/ENERGY ASST PROG
6 CHARGE NURSE	1 AMBULANCE BILLER	1 MARKETING/GENERAL OPS
3 MDS COORDINATORS (2 FT, 1 PT)	1 ACCOUNTANT (PT)	MANAGER
23 RN'S		1 OFFICE MANAGER
11 LPN'S	REGISTER OF DEEDS (2 FT, 1 PT)	1 PROGRAM/PRODUCTION MANAGER
6 MED TECHS	1 REGISTER OF DEEDS	1 PROGRAM/PROD ASSIST MANAGER
87 CNA'S	1 DEPUTY REGISTER OF DEEDS	1 OFFICE ASSISTANT
2 UNIT CLERK	1 FISCAL CLERK (PT)	9 STAFF AIDE
1 NURSING SCHEDULER		1 STAFF AIDE (PT)
1 RESTORATIVE NURSE (PT)	SHERIFF (65 FT, 8 PT)	3 JANITORIAL LEAD
3 RESTORATIVE AIDE	1 SHERIFF	
1 WOUND NURSE	1 CHIEF DEPUTY	SOLID WASTE LANDFILL (4 FT, 1 PT)
4 CENTRAL SUPPLY ASSISTANT (PT)	1 LIEUTENANT 911 ADMINISTRATOR	1 SOLID WASTE MANAGER
1 DIETICIAN OUTSIDE CONSULTANT	1 JAIL ADMINISTRATOR	1 PROGRAM ASSISTANT
1 DIETARY MANAGER	4 LIEUTENANT/PATROL	1 LEAD EQUIPMENT OPERATOR
3 COOKS	1 LIEUTENANT/DETECTIVE BUREAU	1 EQUIPMENT OPERATOR
1 COOK HELPER	4 SERGEANT INVESTIGATOR	1 LANDFILL ASSISTANT (PT)
24 DIETARY ASSISTANT	18 PATROL DEPUTIES	
1 DIRECTOR OF HOUSEKEEPING	10 911 TELECOMMUNICATOR	UW EXTENSION (1 FT, 1 PT)
2 FLOOR MAINTENANCE	21 CORRECTION OFFICERS	1 PROGRAM ASSISTANT
13 HOUSEKEEPERS	1 COLLECTIONS/ACCOUNTANT (PT)	1 ACCOUNT TECH/BOOKKEEPER (PT)
1 MAINTENANCE DIRECTOR	1 CONFIDENTIAL SECRETARY	
2 MAINTENANCE WORKERS	2 ADMINISTRATIVE SECRETARY	VETERANS SERVICE (2 FT)
1 RECREATION DIRECTOR	7 PRISONER TRANSPORT TEAM (PT)	1 VETERANS SERVICE OFFICER
		1 PROGRAM SPECIALIST
		COUNTY BOARD
		22 elected county board supervisors (PT)