

Purchasing Summary

EVENT # 6336	TITLE: Employee Compensation and Classification Study	COST: \$118,505.00
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)

N/A

S/DBE (IF APPLICABLE)

This event had an open DBE goal with a maximum award of ten (10) points. The recommended proposer submitted DBE participation at the subcontractor level in the amount of 10% using A Riley Consultants ^(A-1).

MATRIX (IF APPLICABLE)

Proposer	Qualification and Experience (30 points)	Overall Approach and Process (25 Points)	References (15 points)	Proposed Schedule (15 points)	DBE Vendor Participation (10 points)	Local Vendor Participation (5 points)	Total (100 points)
Management Advisory Group	29.77	24.77	15	14.77	3	0	87.31
Evergreen Solutions, LLC	23.33	17.44	11.33	11.55	6	0	69.65

NOTES

Recommend approval to procure employee compensation and classification study from Management Advisory Group in the amount of \$118,505.00. The City must maintain a classification and compensation system that continuously reflects the duties and responsibilities required of each City position, ensures that internal equity is maintained, and affirms that our salaries are competitive with other agencies. The last study was done in 2014 and implemented in 2016 meaning that a true analysis has not been completed in two years.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The criteria used for this RFP were qualifications and experience, overall approach and process, proposed schedule, DBE vendor participation, and local vendor participation.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The bidders were:

B.P. Management Advisory Group (Fairfax, VA) ^(D) \$118,505.00
 Evergreen Solutions, LLC. (Tallahassee, FL) ^(D) \$138,500.00

A pre-bid conference was conducted and two vendors attended. (A) Indicates local, DBE business. (D) Indicates non-local, non-DBE business. (1) Indicates SBE firm. Recommend approval.

Local Available: Yes

Total Sent: 397

Total Received: 2

DBE Received: 0

Vendor Federally Debarred/Suspended: No