



CASS COUNTY
COUNTY ADMINISTRATOR

REQUEST FOR PROPOSALS
CLASSIFICATION/COMPENSATION STUDY

March 27, 2018

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For more information, contact:

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INTRODUCTION

Background

The County of Cass is located in southwest lower Michigan with a population of 51,104. County facilities are located in the Village of Cassopolis.

Cass County government consists of several departments which provide various services to the residents of the County. These departments include: Administrator/Controller, Animal Control, Circuit Court, Clerk/Register of Deeds, District Court, E-911 Central Dispatch, Emergency Management, Equalization, Friend of the Court, Information Systems, Jail, Maintenance, MSU Extension, Parks & Recreation, Probate/Family Court, Prosecuting Attorney, Office of Sheriff, Treasurer, Veterans Affairs and Water Resources Commissioner.

The County attempts to keep position descriptions up-to-date and its pay appropriate for the work required. In April, 1998, The State Court Administrative Office completed a Classification and Compensation Study Report for the following Courts: Probate, Family, Circuit and District.

In September 1999, Municipal Consulting Services completed a Classification and Compensation Study for the following departments: Animal Control, Maintenance, Clerk/Register, MSU Extension, Prosecutor, Veterans, Controller, Administrator, Treasurer and Information Systems.

In 2008, the County worked with Rehmann Robson to complete a Classification/Compensation Study, this time including ALL departments.

2018 Classification and Compensation Study

This 2018 Classification and Compensation Study RFP will include the departments listed below, addressed in two separate groupings. A Vendor shall respond to this RFP by providing all information requested, including:

1. A separate price quote for the group of four Court departments, including the Prosecuting Attorney's department; and
2. A separate price quote for the group of departments that include all remaining departments not included in item one above; and
3. A total price quote if chosen to address all departments listed below.

<u>Department</u>	<u>Position Descriptions</u>	<u># FTE Incumbents*</u>
Administrator/Controller	4	3.94
Animal Control	3	4.70
COURTS:		
Circuit Court	3	4.00
District Court	10	11.00
Friend of the Court	14	14.60
Probate/Family Court	11	13.40

Prosecuting Attorney	10	12.50
Clerk/Register	4	7.50
Drain Commissioner	0	1.00
Equalization	3	3.00
E-911 Central Dispatch	3	11.60
Emergency Management	1	1.00
Information Systems	3	4.00
Maintenance	3	5.00
MSU Extension Services	2	1.50
Office of Sheriff	17	69.73
Parks	2	2.00
Treasurer	5	5.85
Veterans Affairs	1	0.75

*FTE Count includes the three judges and five elected officials.

VENDOR PROPOSAL GUIDELINES

All vendors are required to conform with the guidelines set forth in this section.

The County of Cass reserves the right to reject any and all proposals, to waive any informalities in the proposals, and to select those proposals, or portions of individual proposals that it deems to be in the best interests of the County as solely determined by the County.

Proposals

To be considered, each vendor must submit a COMPLETE response to this RFP. A complete response shall include all requested components set forth in this RFP, which will also include separate price quotes for two groups of departments: 1. All court departments, including Prosecuting Attorney department; and 2. All remaining departments listed in this RFP and not listed in item one above; and 3. A total price quote for **all** departments listed, if applicable. **A vendor may choose to submit a proposal for only one of the department groups listed above but must clearly identify the parameters of their proposal.** The Proposal itself must include a statement as to the period during which the Proposal itself remains valid. This period must be at least one hundred twenty (120) days from the due date for responses to this RFP. However, the rates quoted in the price proposal remain firm.

Once proposals are opened, they become the property of the County of Cass and are subject to the Freedom of Information Act.

Deadline for Proposals

Nine (9) copies of the proposal must be submitted by 2:00 p.m., Thursday, May 3, 2018, in a sealed envelope labeled as follows:

Proposal for Classification/Compensation Study

and mailed to the following address:

Karen L. Folks
County Administrator
County of Cass
120 N. Broadway, Suite 116
Cassopolis, Michigan 49031

Opening of the proposals will be completed on Friday, May 4, 2018 at 10:00 a.m. by the County Clerk Monica Kennedy and County Administrator Karen Folks.

Preparation

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The vendor is responsible for any costs incurred by the vendor in responding to this RFP.

Questions

A pre-proposal meeting will not be scheduled. Questions concerning this RFP are to be submitted, in writing, e-mail or fax not later than 11:00 a.m., Monday, April 23, 2018 to:

Karen L. Folks
Cass County Administrator/Controller
120 N. Broadway, Suite 116
Cassopolis, Michigan 49031
karenf@cassco.org
(269) 445-8978 fax

The County will not respond to telephone inquiries or visitation by vendors or their representatives. All questions are to be put in writing and the County will respond in writing to all interested parties who have been notified of this RFP. The County will respond to all questions by 5:00p.m., Wednesday, April 25, 2018.

Clarifications

If it is determined that a vendor's proposal is unclear, the County may request a clarification from one or all vendors whose proposals have been opened. The County will document, in writing, clarification being requested and forward to the vendors affected. This process does not allow for changes, rather to simply clarify the proposal submitted. This step may include oral presentations, sample evaluation, price clarifications, and/or site visits.

Oral Presentation

Vendors who submit proposals may be required to make oral presentations of their proposals to the County. These presentations provide an opportunity for the vendors to clarify the proposals through mutual understanding. The County will schedule these presentations, if required.

Cost Quotation

The County requires that proposals include firm price quotes for the study, all parts of the study and all services required to satisfy the conditions of this RFP.

Standard Forms and Contracts

Any forms and contracts the vendor proposes to include as part of any agreement resulting from this proposal between the vendor and the County must be submitted as part of the proposal. Any forms and contracts not submitted as part of this proposal and subsequently presented for inclusion may be rejected. The County will negotiate any and all contracts/agreements and prices/fees with the finalist vendor(s), if doing so is determined in the best interest of the County.

Training

The training proposed by the vendor should be prepared based on the requirement that all appropriate personnel must be provided with a "working knowledge" of the classification/compensation study results.

VENDOR SELECTION CRITERIA

Responses to this RFP will be evaluated based upon the vendors' current ability to provide the highest level of quality services that meets the requirements and goals of the RFP and the needs of the County and provides the best value to the County, as determined solely by the County. The following factors will be evaluated:

Capability and Qualifications of Organization

The ability of the vendor to meet the terms of the project/program, quality, and recent projects similar to those described in the RFP, understanding of the problem and completeness of the response. The qualifications of the personnel to be assigned to the project.

Experience

A list of current local government clients (including month and year of any completed study and current contact person at the local unit).

Price Analysis

All vendor proposals will have the elements of their pricing proposals reviewed. The proposal or proposals that is/are determined to be the best value based on pricing and technical response will be given first consideration of award.

INFORMATION REQUIRED FROM VENDORS

Proposals are to be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered by the vendor to be essential to a complete understanding of the proposal submitted. Each section of the proposal should be clearly identified with appropriate headings.

Business Organization

State the full name and address of your organization and, if applicable, the branch office or other sub-ordinate element that will perform, or assist in performing, the work hereunder. Indicate whether the business operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether the organization is licensed to operate in the State of Michigan.

Statement of the Problem

State in succinct terms your understanding of the challenges faced by the County of Cass with regard to its classification and compensation and how your proposal will meet those challenges.

Management Summary

1. *Narrative Summary* – Include a narrative summary description of the proposed effort and of the products that will be delivered.
2. *Technical Work Plans and Time Line* – Provide a technical plan for accomplishing the work. Indicate the number of person-hours allocated to each task. A Project Schedule or time line, showing each event, task, and decision point in your work plan should also be provided.
3. *Prior Experience* – Indicate the prior experience of your firm, particularly within the past five years, that you consider relevant to the successful accomplishment of the project defined by this Request for Proposal. Include sufficient detail to demonstrate the relevance of such experience. Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions and starting and completion dates of projects successfully completed. Also, include the name, address,

and phone number of the responsible official of the client organization who may be contacted.

4. *Project Staffing* – The contracting agents must be able to staff a project team that possesses talent and experience in the fields of governmental personnel work. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the study. Identify key individuals by name and title and include contact information such as telephone and email address. Indicate the amount of dedicated management time for the project manager and other key individuals. Resumes of qualifications are required for proposed project personnel.

Price Proposal

The submitted proposal shall include:

1. A price cost quote to address only court departments, to include Circuit, District, Friend of the Court, Probate/Family Court, and the Prosecuting Attorney's department; and
2. A price quote to address all remaining departments stated previously in this RFP and not listed in item one above; and
3. A total price quote to address all departments, if applicable.

A vendor may submit a proposal addressing only one of the departmental groupings outlined above. Outline in detail the price of all components of the proposal using the attached Price Proposal Form. Vendors may also submit price proposals for optional services, if any.

Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere within this RFP.

**COUNTY OF CASS, MICHIGAN
CLASSIFICATION COMPENSATION STUDY
PRICE PROPOSAL FORM**

Name of Vendor: _____

Vendor Address: _____

Contact Person & Title _____

Phone Number: _____

Email & Fax Number _____

Licensed to operate in State of Michigan _____

The undersigned agrees to execute the work and provide all labor, materials, equipment, and services/training necessary to complete the work described in this RFP and Response and in accordance with all applicable laws of the State of Michigan.

**A. Proposal Cost for Court & Prosecuting Attorney
Departmental Group Only: \$** _____

**B. Proposal Cost for All Remainder Departments
Group Only: \$** _____

C. Total Proposal Cost for All Departments: \$ _____

D. Services/Training: \$ _____

Signature:

Printed:

Title:

Date: