



## COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

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125 Main St.  
P.O. Box 277  
Centreville, MI 49032-0277

### REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: March 11, 2024

PROJECT: Wage Compensation and Classification Study

ISSUING ENTITY: St. Joseph County  
PO Box 277  
125 W Main St  
Centreville, MI 49032

CONTACT: Teresa Cupp, County Administrator  
Telephone: 269-467-5675  
E-mail: [cuppt@stjosephcountymi.org](mailto:cuppt@stjosephcountymi.org)

PROPOSAL  
DUE DATE: Monday, April 8, 2024, 4:00pm

Return Proposals to: St. Joseph County  
Teresa Cupp, County Administrator  
PO Box 277  
Centreville, MI 49032  
[cuppt@stjosephcountymi.org](mailto:cuppt@stjosephcountymi.org)

### OBJECTIVE

St. Joseph County is seeking proposals from qualified firms to conduct a Wage Compensation and Classification Study. The Study is to include a review of current job descriptions and classifications, review or update current job evaluation system, and review internal equity and market competitiveness of its full time and part time positions.

Our proposed project scope includes an evaluation of approximately 100 positions spanning 10 bargaining units as well as nonunion positions. St. Joseph County has approximately 198 full time employees, 48 part time employees, and 92 part time/seasonal employees.

## INTRODUCTION

Qualified firms are invited to submit proposals for the completion of the Wage Compensation and Classification Study based on the information contained in this Request for Proposal (RFP).

### General Conditions and Stipulations

- St. Joseph County reserves the right to accept or reject any or all proposals and waive formalities and select the consultant that best meets the needs of the County. The objective is to select a consultant who will provide the best possible service at the best possible cost while meeting the RFP specifications. St. Joseph County is not obligated to award the contract based on cost alone.
- During the evaluation process, the County reserves the right to request additional information or clarification on information submitted. Revisions to original proposals, if requested by the County, may be negotiated following the proposal deadline and prior to being submitted to the County for approval.
- All proposals must comply with Federal and State laws and regulations pertaining to compensation standards, including, but not limited to, pay equity, FLSA and ADA.

## PROJECT SCOPE

### *St. Joseph County Goals*

The goal of St. Joseph County is to update its classification and compensation system and policies using accepted practices and in accordance with applicable Federal and State laws. Key outcomes are:

- To enable the County to maintain a competitive position with other comparable municipal agencies in the attraction and retention of qualified employees.
- To develop and maintain a Wage Compensation and Classification Plan that is consistent with the County's compensation philosophy and appropriate and commensurate with the breadth and depth of services being offered to and provided for in the community.
- To develop and maintain a Wage Compensation and Classification Plan that is easy to communicate and understandable to stakeholders.

### *Scope of Work*

The successful consultant will provide professional services to evaluate and analyze the County's needs and design, develop, and implement a position classification and compensation process and a plan that includes the following:

- Audit existing job descriptions: revising job descriptions as needed to align job descriptions with employee job duties. Recommend a standardized job description template, ensuring consistency in formatting and content across all job descriptions. Review exempt/nonexempt designations under the Fair Labor Standards Act guidelines based on updated job descriptions.
- Conduct a wage/labor market survey and complete an analysis of the County's pay structure to external competitiveness. Work with County Administration to establish a list of comparable municipal agencies to gather market data from those organizations.
- Recommend a structure and pay grade adjustments, as needed. Review and (re)assign all positions to appropriate pay grade. Test systems to verify ranking structure and ensure compliance and equity.
- Produce Wage Compensation and Classification Plan document including an overall plan, forms and procedures that are clear and understandable. Provide implementation, support, and potential training on the system.
- Provide recommendations for the ongoing internal administration and maintenance of the proposed plan. Maintenance should include annual activities such as a market survey.
- Present findings and recommendations, including written and oral reports, at various meetings including employee groups and the St. Joseph County Board of Commissioners.

## PROPOSAL FORMAT

Proposals submitted in response to this RFP should contain the following information:

- A. *Cover Letter.* Introduce your firm and confirm your interest in performing this study.
- B. *Firm Background.* Include a description of your organization and a general overview of the firm's services and the firm's experience in completing classification and compensation studies. Identify and describe the experience, qualifications and credentials of the project team or individual(s) proposed to do the work, specifically detailing experience with government entities.
- C. *Proposed Work Plan.* Outline the steps and tasks to be performed, and the relative scheduling of those tasks. The work plan should detail key events, methods, and estimated hours and the timeline for completion. Identify your approach to creating union and non-union employee involvement in the process.
- D. *References.* Provide at least three client references of similar sized public sector clients with which the firm has worked within the past five years. Provide contact person, telephone number, email address and mailing address, as well as a brief description of the services provided.
- E. *Cost Proposal.* Provide a not-to-exceed cost breakdown of your firm's rates, fees, and charges for service, by phase and for the total project. Provide a proposed payment schedule. Proposals shall identify costs for all aspects including potential areas in which the County can aid that will result in cost savings to the County. Please provide an hourly rate for post-contract services. Detail all optional services proposed and their associated costs.

## EVALUATION CRITERIA

Proposals will be evaluated per the following criteria:

- Company and key personnel qualifications
- Project plan, study, proposed system, and implementation
- Project approach
- Timeline
- Cost

## OTHER

Questions regarding this RFP shall be directed to:

Teresa Cupp, County Administrator

269-467-5675

[cuppt@stjosephcountymi.org](mailto:cuppt@stjosephcountymi.org)

St. Joseph County reserves the right to reject any and all proposals for any or no reason and furthermore reserves the right to accept any proposal deemed to be in the best interest of the County.

St. Joseph County shall not be liable for any expenses incurred by the proposer, including but not limited to, expenses associated with the preparation of the proposal, attendance at an oral presentation, onsite visit(s) or demonstrations, or preparation of a compensation schedule of final contract negotiations.

The proposer must disclose any actual, apparent, direct, indirect, or potential conflicts of interest that may exist with respect to St. Joseph County, St. Joseph County elected officials, or St. Joseph County employees.

The proposals may be submitted electronically by 4:00PM on Monday, April 8, 2024 to [cuppt@stjosephcountymi.org](mailto:cuppt@stjosephcountymi.org).