



TIMBERLAND REGIONAL LIBRARY

REQUEST FOR PROPOSAL

CLASSIFICATION AND COMPENSATION STUDY

Section 1 – Project Overview

TRL is a rural library district in southwest Washington that covers Grays Harbor, Lewis, Mason, Pacific, and Thurston counties with 27 libraries, an Administrative Service Center, and 4 kiosk locations. The library holds a collection of approximately 1.3 million items and has an annual circulation of almost 4 million. TRL serves a population of 489,000 residents. The accounting policies of TRL conform to the Budgeting, Accounting and Reporting System for Cash Basis Local Governments prescribed by the Washington State Auditor.

TRL is looking for a classification study and compensation plan that will provide:

CLASSIFICATION STUDY

Review background material including existing classifications and related classification “families”, organizational charts and related information to establish a working knowledge of District operations.

Consultant to meet with Managers to explain study and processes to be used.

Conduct orientation and briefing session(s) with department heads, managers and supervisors with responsibility over the job classifications.

Consultant to update and/or create class specifications as needed to uniformly reflect distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements, standby/call-out responsibilities, etc. for all classifications.

Consultant to identify management, supervisory, professional, and general employees, including FLSA status (exempt/non-exempt).

Consultant to draft and submit proposed class specifications for review by Library. Consultant will recommend, if appropriate, classification series and levels within the series. In addition, Consultant to review reporting/organizational structure and make suggestions.

Consultant to identify career ladders/promotional opportunities for each classification.

COMPENSATION SURVEY

Consultant to determine appropriate labor market using the District’s existing comparator labor market, additional labor market comparators recommended by District staff, and consultant’s knowledge of other comparator agencies, determine appropriate labor market comparator group(s) within 5 counties that make up service territory

Conduct a total compensation survey, including benefits, of approved labor market comparator group using not only job titles, but duties and responsibilities based upon the classification specifications

Consultant to conduct salary survey by comparing monthly maximum base salary for each existing classification. Included in the survey will be the benefit structure for the selected entities.

Plan and on the compensation survey results, and complete an internal salary relationship analysis, including the development of appropriate internal relationship guidelines.

Section 2– Project Timeline

The objective of this RFP is to solicit proposals from vendors that can provide a comprehensive Classification and Compensation study.

Tentative Acquisition Timeline

TRL intends to complete the selection process using the following schedule. However, TRL reserves the right to adjust or reschedule milestones as necessary. Any changes to the schedule will be posted on TRL’s website.

January 2018 – Issue Request for Proposals

January – March 1, 2018 – Review all RFP’s.

April 2018 – Recommend and contract with chosen vendor
May 2018 – Begin Classification and Compensation process
May 2018 – December 2018 – Classification study and compensation survey on going, as listed in RFP
January 2019 – Recommendations from Consultant.
February 2019 – Review, revise and continue to refine project.
June 2019 - Study completed and recommendations posted.

GENERAL PROPOSAL REQUIREMENTS

- Vendors will be required to submit their proposals on the forms provided by the request for proposal (RFP) and pricing amounts will be detailed by module.
- Pricing should include broken out detail on all costs related to their vision of the classification study and the compensation plan.
- Vendors who choose to submit a joint RFP by combining various proposals, must submit a single RFP detailing the responsible vendor for each module.
- Vendors selected by TRL shall provide a demonstration of proposed products delivered during the post RFP evaluation process.
- Vendors will be required to provide an example of their classification study and compensation plan, what considerations they used and methodology applied.

TRL will select the successful proposal based upon several evaluation factors: including thoroughness as outlined in the RFP; effective methodology; company stability; training and implementation plan; support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of TRL as determined by TRL. TRL reserves the right to reject any or all proposals.

Section 3 – Vendor Instructions

Proposal Responses-TRL must receive responses to this RFP no later than the date March 1, 2018. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit 1 (one) original with signatures, 4 (four) copies, and 1 (one) electronic version of the Requirements section to the following address:

Walter Bracy
Manager, Human Resources
415 Tumwater Blvd, SW
Tumwater, WA 98501-5799
360-704-4513
wbracy@trl.org

Proposal Response Format-The RFP response should adhere to the following format:

Section 1: Executive Summary – Overview and description of the project.

Section 2: Design, detail and delivery – Must outline what the vendor is proposing, solutions, methodology, and deliverables, previous products delivered, etc.

Section 3: Pricing – Must include fee structure broken down by 2018 budget and 2019 budget.

Section 4: Other information – Any additional information the vendor believes will be germane to the proposal.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to TRL. All proposals and accompanying documentation will become the property of TRL and will not be returned.

Pre-Submittal Questions- There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the TRL by February 20, 2018 (or via email) at wbracy@trl.org. The list of submitted questions with their respective answers will be posted to TRL's website by February 20, 2018.

RFP Amendments- TRL reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. TRL reserves the right to change the RFP schedule or issue amendments to the RFP at any time. TRL also reserves the right to cancel or reissue the RFP.

Rejection of Proposals- TRL reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of TRL.

Proposal Validity Period- Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the TRL and the successful vendor.

Disclaimer- TRL reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

Non-Obligation- Receipt of proposals in response to this RFP does not obligate the TRL in any way. The right to accept or reject any proposal shall be exercised solely by the TRL. The TRL shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the TRL shall bear no financial or other responsibility in the event of such abandonment.

Public Disclosure- All materials provided to the TRL by vendors are subject to State and TRL's public disclosure laws.

Section 4 - Evaluation of Proposals

TRL's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets TRL's requirements. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Notification- Based on the evaluation of the RFP's TRL will select a Short List of three or four vendors and invite them to participate in Pre-Meetings and Demos. The selected vendors will be notified in writing or email.

Pre-Meetings- Once the Short List of vendors has been identified they will be invited to participate in a Pre-Meeting with TRL's designated team. The purpose of this meeting will be to allow the vendor time to acquire additional information about the scope of the project and to review any questions about the project. Customer references may be requested prior to meeting.

Demos- The vendors will be asked to prepare a demo or sampling of previous work indicating successes,

challenges, and methodology. TRL reserves the right to request additional information, interviews, follow-up demonstrations, or any other type of clarification of proposal information it deems necessary to evaluate the final vendors.

Implementation Vendor Selection- Once TRL has completed the selection of the vendor they will determine if a separate implementation vendor selection project is necessary. TRL reserves the right not to select the implementation partner that responds to the RFP.

Contract Award and Execution- TRL reserves the right to make an award without further discussion of the proposal submitted. TRL shall not be bound or in any way obligated until both parties have executed a vendor contract. TRL also reserves the right to delay contract award and/or not to make a contract award.

Turn-Key Project- TRL is seeking a comprehensive project contemplated by this RFP. The Vendor shall provide all labor, equipment, materials, supplies, transportation and services necessary for, or reasonably incidental to, the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, development and costs associated with all elements of the proposed project.

Section 5– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Business License and Taxation- The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and TRL.

Insurance Requirement- The vendor awarded the contract will be subject to TRL's requirements for insurance reflecting the minimum amounts and conditions as defined by TRL.

Workers' Compensation- The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

Proposals – Public Information- TRL will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that TRL is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that TRL will have no obligation or liability to the Vendor in the event that TRL must disclose these materials.

Copyright and Confidentiality- Selected vendor shall maintain strict privacy of all TRL records, data and files (regardless of media), including any copyrighted material received from TRL.

Prime Vendor- It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to TRL that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue- Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

Payment- TRL will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by TRL's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Washington codes and regulations.

Satisfaction of TRL Attorney- The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of TRL's Attorney and TRL's Project Manager.

Choice of Laws- The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

Warranties- All warranties must be clear, concise, and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to TRL that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.