

# **REQUEST FOR PROPOSALS & QUALIFICATIONS**



## **COMPREHENSIVE COMPENSATION AND BENEFITS STUDY**

The City of Vandalia, OH is soliciting submittals for the herein described services and/or commodities for the purpose defined in this document. By responding to this request, the consultant agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.

# CITY OF VANDALIA REQUEST FOR PROPOSALS & QUALIFICATIONS

## COMPREHENSIVE COMPENSATION AND BENEFITS STUDY

### I. GENERAL INFORMATION

Vandalia is a premier community within Ohio's Montgomery County covering 12.39 square miles. The city is located along the crossroads of Interstate 75, Interstate 70, and the Dayton Airport. Vandalia has a residential population of 15,000 with a median household income of approximately \$54,000. Much of Vandalia's economy based in manufacturing and health care. Operating under a Council-Manager form of government, an elected Mayor and City Council appoint a City Manager to lead the organization. The City Manager's Office oversees and coordinates the City's administrative departments and implements Council's policy actions. The City employs approximately 140 full-time employees. Neither part-time nor seasonal positions will be included in this study.

The City currently uses a performance-based compensation plan for full-time staff that are not represented by a collective bargaining unit. In addition, the City has collective bargaining agreements with the three labor unions providing municipal services. Unions representing Vandalia employees include: International Association of Firefighters (IAFF), the Ohio Patrolman's Benevolent Association (OPBA), and Teamsters. The OPBA represents two bargaining units, the Police Sergeants and a combined unit including Police Officers, Public Safety Specialists (dispatch), *et al.*

### II. PURPOSE OF RFP

The City strives to offer a competitive, yet cost efficient pay structure. In an effort to meet this goal, the City seeks vendors to perform an in-depth analysis of comparable compensation plans for various classifications within the municipal service. The study must measure and provide analysis on (a) base salary, (b) pay/step plans, (c) employer-provided medical benefits packages and (d) any other incentive-based or classification-based compensation options.

To ensure study validity and applicability, the City requests compensation analysis using similar-sized local municipalities and potentially competing employers for comparison. To ensure the local labor competitive market is considered, we request that the Consultant recommend comparator cities for consideration. In addition, some classifications may benefit from being compared to similar classifications within nonprofit and for-profit organizations (e.g., information technology).

The following components need to be addressed:

- Compare the pay ranges with comparable government, nonprofit and/or for-profit organizations performing the same or similar functions.
- Compare actual employee pay with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Compare pay, step plans and special assignment pay with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Compare city-provided comprehensive employee benefits packages with comparable government, nonprofit or for-profit organizations performing the same or similar functions.
- Include full-time classifications and positions as specified by the City.
- Conduct job analysis questionnaire and point factor analysis.
- Recommend pay structure features that will provide opportunities for advancement while minimizing salary overlap between levels of responsibility.
- If necessary, recommend adjustments to the pay plan to adequately reflect base pay levels/steps per classification.

### III. EXPECTED OUTPUTS

The Consultant will provide the following services:

- ✓ Development of salary schedule(s) with minimum, midpoint and maximums, to include range spreads and midpoint progression.
- ✓ Assignment of classifications/positions to a salary range.
- ✓ Any tools that may assist the City of Vandalia in maintaining the pay schedules in the future.
- ✓ Presentation of results to City Council and Staff possibly via video conference.
- ✓ Request for all recommendations to be submitted electronically via Excel and Microsoft Word in editable format.

### IV. PROPOSAL REQUIREMENTS

- ✓ A detailed description of the plan to achieve the necessary requirements and a plan for accomplishing the work.
- ✓ A detailed description of the compensation structure methodology to be used if the consultant has a pre-designed system.
- ✓ A proposed timeline to include start and completion dates for the study.
- ✓ Experience of the firm in conducting similar studies for governmental entities and other comparable studies.
- ✓ Professional resumes of all personnel to be involved in the study and a clear indication of the responsibilities of each.

### V. CONSULTANT SELECTION CRITERIA

- ✓ Qualifications, background and prior experience of the firm and the proposed project team in conducting similar studies, including references.
- ✓ Content, technical approach and understanding of the scope of the project.
- ✓ Overall project design and methodology.
- ✓ Cost as compared with the level of service to be provided.
- ✓ Proven ability of the firm to meet work schedules, to communicate and work effectively with government officials and to complete study in a responsive time frame.

The City reserves the right to reject any or all proposals, to accept the proposal considered most advantageous to the City and to waive informalities and irregularities in proposals received. Per Vandalia Codified Ordinance 208.03, City Council may give preference to local bidders under some conditions. The City may request only a portion of the tasks listed to be completed, and the City reserves the right to award the contract task by task.

### VI. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Questions concerning the RFP should be e-mailed to Dan Wendt, City Manager of Vandalia, OH at [dwendt@vandaliaohio.org](mailto:dwendt@vandaliaohio.org). Questions must be received by **Friday, March 19, 2021** to allow adequate time to respond prior to the submission deadline. Questions/responses may be sent to all bidders to avoid duplication of effort.

Electronic PDF of written proposal and supporting materials must be emailed to and received by the City of Vandalia **no later than 5:00 p.m. (EDT) on Friday, March 26, 2021.**

Email: [dwendt@vandaliaohio.org](mailto:dwendt@vandaliaohio.org)  
City of Vandalia  
ATTN: Dan Wendt, City Manager  
333 James Bohannon Dr.  
Vandalia, OH 43577

## **VII. REPORTING REQUIREMENTS**

At the conclusion of the project, the consultant will provide the following project reports:

- ✓ Twelve (12) printed copies in addition to one PDF copy.
- ✓ All written documents must be in MS Word. This includes the requirement for an Executive Summary outlining recommendations.
- ✓ All spreadsheets and calculations in MS Excel format including formulas.
- ✓ All charts, graphs and pictorial representations in MS PowerPoint.
- ✓ A detailed implementation plan outlining execution strategies/milestones for each recommendation, if adopted. This plan should be practical and within the means of the City's budget.
- ✓ The consultants must be available to present the project information and recommendations to City Council and staff at a mutually agreeable date/time.

## **VIII. TIMELINE**

- ✓ Following the closing of the RFP Period, the City will review all proposals and, if necessary, schedule interviews with the most qualified offerors. The City anticipates selection of a consultant no later than Tuesday, April 20, 2021.
- ✓ Once awarded, the City anticipates the project should be completed, including presentation to City Council and staff, no later than Thursday, September 30, 2021.