

**Waccamaw Regional
Council of Governments**

**Request for Proposal
Classification & Compensation Study**

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Background

Waccamaw Regional Council of Governments (WRCOG) is a quasi-governmental agency located in Georgetown, South Carolina and is one of 10 South Carolina regional councils that serve as a connection between local government and various state and federal programs by obtaining and administering grants for a variety of community-based programs and economic development initiatives. Waccamaw Regional serves county governments, municipalities, and citizens of Georgetown, Horry and Williamsburg Counties and also offers a wide variety of planning, economic development and social services to aid in the orderly growth and development of the area including in-depth assistance to local governments serving as the technical planning staff for planning and zoning commissions, assisting in securing and administering grant funds for local projects and services, and coordinating varied social services for the economically deprived and elderly citizens. Waccamaw Regional operates under the guidance of a twenty-five (25) member Board of Directors comprised of elected officials and citizens-at-large from the tri-county area. Waccamaw Regional's professional staff is engaged in four basic areas of activity: planning; economic development; human services; and finance. The agency is organized into four separate departments according to these activities. We currently have thirty-five (35) different positions.

The Council administers a variety of programs funded by Federal, State, and Local agencies. These programs include Community Development Block Grant programs, Home Consortium programs, Workforce Development programs, Area Agency on Aging programs, Economic Development programs, Local Planning Assistance programs, Grand Strand Area Transportation Study / MPO-PL TMA programs, Rural Transportation Planning programs, FTA programs, Air & Water Quality Management programs and GIS programs.

Purpose & Objective

The purpose of the Classification and Compensation Study is to address changes in the WRCOG operations and staffing over the last several years, which may have affected the type, scope and level of work being performed. WRCOG is seeking qualified personnel management firms or consultants to conduct an agency wide comprehensive study of staffing positions, classifications, structure and compensation.

The objective is to have a credible Classification & Compensation Plan that recognizes these changes; ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between individual classes; recognizes employees years of service with the agency and maintains currency with relevant labor markets. In addition, the WRCOG seeks guidance on staff departmental alignments, reporting relationships and organizational structure.

Scope of Work

The study shall include, but is not limited to the following activities:

- A. Classifications:
 - 1. The Consultant shall examine the current classification plan, current job descriptions and the provisions of applicable laws, regulations, and procedures governing the classifications.

2. The Consultant shall develop a comprehensive questionnaire to be completed by all employees. The Consultant shall meet with the department heads, supervisors, and employees to explain and distribute the questionnaires. The questionnaires shall be presented to the Executive Director.
3. From the data collected, the Consultant shall provide written comprehensive class specifications which shall include the following items: 1) a definition of the job class, 2) the essential functions of the job class, and 3) requirements of education, experience, knowledge, skills, abilities, and legally valid physical requirements in compliance with the American with Disability Act (ADA). The Consultant shall review each specification for accuracy and completeness and be responsible for the typing and production of the class specifications. The Consultant shall develop and include in the proposal a plan, which outlines the methodology to accomplish this task.
4. Consultant shall identify management, supervisory, professional, technical, and general employees, including FLSA status (exempt/non-exempt).
5. Consultant shall draft and submit proposed class specifications for review by the Executive Director. Consultant shall review reporting/organizational structure and make recommendations.
6. Consultant shall finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. Consultant shall identify career ladders/promotional opportunities for each classification.
8. The Consultant shall provide all working papers, position questionnaires, survey data and related materials to the Finance Manager, and they will become the property of the WRCOG upon completion of the study.
9. The Consultant shall provide the final version of all class specifications in electronic format (i.e., MS Word) after approval.

B. Compensation:

1. The Consultant shall determine the appropriate labor market for the compensation study. The consultant should not limit the labor market to one single source.
2. The Consultant shall conduct a salary survey by comparing annual maximum base salary for each existing classification. Included in the survey will be the benefit structure for the selected entities.
3. The Consultant will recommend appropriate salary range for existing or proposed position base on the Classification Study and on the compensation survey results.
4. The Consultant shall recommend salary range for each position based on median and mean salary of the comparable entity and also consider an employees longevity with the organization.

C. Final Report

1. The Consultant shall prepare written report of recommendations, including discussion of method, techniques and data used to develop the Classification & Compensation Study.
2. The Consultant shall provide written instructional information to allow WRCOG staff to conduct individual audits and adjustments consistent with the study methods until the next formal study is conducted.

Selection Criteria/Selection Process

The following criteria will be weighed in evaluating the qualifications of each consultant:

1. Experience, qualifications, and technical competence in the types of work required (25%)
2. Work on projects of a comparable nature (25%)
3. Relevant experience and qualifications of personnel to be assigned to the project (25%)
4. Demonstration of consultant's approach to performing the work including an indication of the degree of availability the consultant anticipates in scheduling staff to meet project needs and timeline (25%)

*Fee proposal shall be **SEALED** in a separate envelope, which will not be opened until after other criteria have been considered. The fee should include: 1) A total cost estimate and not to exceed amount for the work described under the Scope of Work; 2) A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and 3) Amount to be deducted from total cost estimate because consultant is conducting (or has recently conducted) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.

Requested Proposal Format

Each proposal should contain the following elements:

1. Letter of interest, including name of organization, and project contact information.
2. Current resume of qualifications.
3. Direct response to each of the selection criteria defined above.
4. Any other pertinent information that will assist the WRCOG in its decision.

At a minimum, the response must include the following information:

1. The understanding of and approach to the project.
2. Qualifications of the Consultant and experience in this type of work including a list of at least four (4) similar projects completed by the Consultant team members, with the names and phone numbers of key contact persons for those projects.
3. The key staff persons who will be assigned to this project together with their experience and qualifications.

Signature Requirements

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Project Timeline

WRCOG will negotiate with the highest ranked proposer. However, the consultant shall provide a timeline with submission of the proposal. The WRCOG would prefer that this study is conducted and prepared as soon as possible but no later than October 31, 2021.

Additional Information

WRCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is also dependent on the negotiation of a mutually acceptable contract with the successful responder.

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990. WRCOG strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on this project.

Proposal Submission

Proposals will be received no later than **3:00 PM on Friday, July 16, 2021**. Please mail one original (marked as such) and three (3) copies to:

Arnold Johnson, Deputy Director of Finance & Administration
Waccamaw Regional Council of Governments
1230 Highmarket Street
Georgetown, South Carolina 29440

Please direct questions to: Arnold Johnson at (843) 436-6124; email: ajohnson@wrcog.org