

Scott County Administration
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030

REQUEST FOR QUOTATION
Scott County Requisition No. **19520**
Bidders need to complete and submit this form.

Submission Date 9/9/2020	4:00 p.m.
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Qty	Description
	Scott County is requesting proposals for services to review compensation of Elected Officials for the Compensation Board.
	Project description, scope of services, format and evaluation criteria are attached.
	Both electronic and hard copies are to be submitted.
	<u>Questions regarding request, should be submitted thru the q & a section of the request in Public Purchase.</u>
	Questions are due by August 21, 2020.
	Answers will be submitted by August 26, 2020.
	<u>Submit electronic proposal responses to www.publicpurchase.com</u>
	<u>Submit hard copies as directed in request.</u>
	Please register at www.publicpurchase.com
	price quotation good for 60 days
	Delivery Included
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

Name

Date: 8/7/2020
Time: 11:30 a.m.

Title

Company

Date

PLEASE NOTE:
Bidders must provide an estimated delivery date in their bid response!

Company Contact Information:	Phone:
	E-Mail:

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

Human Resources Department

600 West Fourth Street
Davenport, Iowa 52801-1030

Office: (563) 326-8767
Fax: (563) 328-3285
HR@scottcountyiowa.gov
www.scottcountyiowa.gov



REQUEST FOR PROPOSAL COMPENSATION & BENEFIT STUDY AUGUST 7, 2020

Scott County is accepting proposals for the purpose of selecting a firm to review the compensation for elected office holders at the request of the Compensation Board. The scope of required services is outlined in this document.

Please submit your electronic proposals via www.publicpurchase.com no later than 4:00 p.m., **September 9, 2020**. Confirmation of receipt can be verified by emailing purchasing@scottcountyiowa.gov. Please mail or deliver three (3) hard copies also by this date and time to the mailing address below.

Final proposal to Project Contact:

Mary J. Thee
Asst. County Administrator/ HR Director
Scott County, Iowa
600 W. 4th Street
Davenport, IA 52801
mary.thee@scottcountyiowa.gov

Both electronic and hard copies need to be submitted. Any party submitting a proposal is responsible for ensuring their proposal is received by Scott County at the stated location on or prior to the due date. Late submittals may not be considered. Scott County is not responsible for delays, technical problems or other issues preventing the delivery of bids before the deadline. It is the bidder's responsibility to ensure the timely delivery of bids.

Any questions may be submitted to the Project Contact listed above. Answers to Questions submitted will be posted on www.PublicPurchase.com and the Scott County's website, www.scottcountyiowa.gov for all proposing vendors to see.

Questions must be submitted by August 21, 2020
Responses will be posted by 4:00 pm on August 26, 2020.

Proposals must include the information as specified in this document. Proposals that do not meet the criteria and conditions as outlined will not be accepted. If a proposal is received after the above deadline, Scott County reserves the right to reject the proposal. Scott County reserves the right to reject any and all

proposals, to waive any informality, to accept any proposal that it believes to be in the County's best interest, or to negotiate with any one or more respondents or other parties for the performance of all or some components of the request. Scott County reserves the right to award, complete or accept the main proposal and/or the optional studies.

Evaluations will be conducted upon receipt of proposal and may include interviews and additional questions for those submitting proposals, with final award of the contract on or before October 1, 2020.

INTRODUCTION

Scott County is in eastern Iowa adjacent to the western Illinois state line along the Mississippi River and is approximately 175 miles west of Chicago. Scott County encompasses approximately 468 square miles and is home to more than 168,000 residents, making it Iowa's third most populated county. Scott County has over 30 municipalities including Davenport, the county seat and largest city in the county, and Bettendorf, the second largest city in the county. Scott County is one of the four counties that make up the Quad Cities Metropolitan Area. The County's annual operating budget is nearly \$75 million.

The County has a five-member Board of Supervisors. The County government is made up of 10 departments and 5 elected offices. An organization chart is available at www.scottcountyiowa.gov/administration/organizational-chart for your reference. The County employs approximately 450 permanent employees and 125 temporary/seasonal employees on an annual basis, which are not anticipated to be part of this study.

Per Iowa Code Section 331.907 elected office holders and board of supervisor salaries are set by a Compensation Board.

GENERAL DESCRIPTION OF PROJECT

The project consists of a review of salaries of elected office holders in comparison with like position in similar sized Iowa, Illinois (excluding suburban Chicago), Wisconsin, Missouri, Nebraska and Minnesota counties and positions. In comparison of the Sheriff's position the consultant may consider positions as listed in Iowa Code Section 331.907(1). The consultant may include any like positions in the federal government or private industry with analysis of position tasks.

Included in this project is a request for benefits benchmarking review to compare County's total cost of fringe benefits in relation to other like position costs. Information regarding County's existing benefit programs will be provided to the Consultant after selection or can be viewed on the County's webpage; <https://www.scottcountyiowa.gov/hr/benefits>

SCOPE OF SERVICES

1. Project planning, consultations and progress reports with the Human Resources Staff. Assistance with presentation to Compensation Board.
2. Review and analyze Scott County's current elected office holder positions.
 - a. Board of Supervisors - general duties can be found in Iowa Code Section 331.303 et seq.
 - b. Attorney - general duties can be found in Iowa Code Section 331.751 et seq.
 - c. Auditor - general duties can be found in Iowa Code Section 331.501 et seq.
 - d. Recorder - general duties can be found in Iowa Code Section 331.601 et seq.
 - e. Sheriff - general duties can be found in Iowa Code Section 331.651 et seq.
 - f. Treasurer - general duties can be found in Iowa Code Section 331.551 et seq.
3. Conduct marketplace research to determine appropriate competitive compensation (base pay) relationships and benefit package so the Compensation Board can make informed recommendations. Solicit comparable Midwest counties with similar populations, positions, subordinates to elected office holder (departmental size) and cost of living. Consolidate data and calculate prevailing rates for benchmark jobs.
4. Prepare and present a final report with plan for implementation of compensation plan. Assist with communicating to Compensation Board.

PROPOSAL FORMAT

Consultants should provide a concise proposal to satisfy the requirements of the RFP. The proposal should be written clearly and thoroughly according to the following guidelines:

1. A full description of the Consultant's planned approach and methodology/procedures for each component of this project. Methodology descriptions that will enable the County to assess the Consultant's capability to conduct this assignment in a structured and efficient manner.
2. Qualifications of the organization identifying background experience associated with the local governments that have prepared consultant for taking on this project. Information regarding the qualification of those working on the project.
3. Project scheduling details that reflect Consultant's experience on similar projects. Identify proposed meetings and data submittals desired.

4. Provide at least three client references of similar sized local governments for the compensation study. Include contact information for client reference.
5. Response to the conditions and requirements outlined in the RFP. Any reservations or exceptions to the RFP should be fully explained, as the County fully intends to incorporate the RFP and proposal into the final contract by reference.
 - a. Any additional services not referenced within this specification but necessary to provide for a complete study and recommendations shall be identified and included in the Consultant's proposal.
6. Deliverables to the County upon completion of study:
 - a. Analysis of Elected Office holder positions salary comparisons.
 - b. Benefits benchmarking study of like positions as impacting overall compensation of position. Generally looking for impact of value of benefits on overall compensation for positions.
 - c. Ten bound hard copies of the final report.
 - d. Provide final report in electronic format for County utilization in implementing the program.
 - e. County reserves the right for a presentation of the consultant's proposal to Compensation Board as determined by the County.

COMPENSATION

Consultant shall submit a proposed fee structure including the maximum total cost as well as any itemized breakdown of the cost to perform the tasks outlined.

PROPOSAL EVALUATION

- A. It is the County's intent to engage the most qualified Consultant available for this project. Therefore, it is imperative that Consultant's proposal fully addresses all aspects of the request. It must provide the County with clearly expressed information concerning the Consultant's understanding of the project requirements and qualifying the Consultant to conduct this project in a thorough and efficient manner. The following criteria will be used in evaluation of the proposals:
 1. Consultant's experience in providing services of this scope.
 2. Individual personnel's experience in conducting assignments of this scope.

3. Methodology to be utilized in performing the services.
 4. Consultant's access to comprehensive market and industry data.
 5. Proposal clarity in expressing the understanding of the County's needs and in defining acceptable alternative(s) for satisfying them.
 6. Schedule compatibility with the County's requirements. The County would like the study to be completed on or before December 1, 2020. Consultants should indicate on their proposals when they plan to begin their study, their required time to complete.
 7. Cost of services.
- B. The County reserves the right to accept or reject any or all proposals at their discretion based upon the previously defined evaluation criteria.

PROPOSAL INFORMATION IS PUBLIC

All documents submitted with any proposal or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the County of Scott County in connection with a proposal or proposal, the submitting party recognized this and waives any claim against the County of Scott County and any of its officers and employees relating to the release of any document or information submitted.

PAYMENT

- A. Consultant shall submit a proposed payment schedule based on project milestones.
- B. Billings will be submitted to the County's Human Resources Director for verification and approval prior to payment. Payments will be made within 30 days of approval.