

Request for Proposal

Human Resources Management Consulting Services

Compensation Study

For Cass County Public Library, Harrisonville, Missouri

Date Issued: April 1, 2021

Closes: May 3rd, 2021 at 2:00 PM CST

Project Name or Description: Compensation Study
Company Name: Cass County Public Library
Address: 400 Mechanic St.
City, State, Zip Code: Harrisonville, MO 64701
Procurement Contact Person: Christie Kessler, Director
Telephone Number of PCP: 816-380-4600
Email Address of PCP: ckessler@casscolibrary.org
Fax Number: 816-884-2301

The Cass County Public Library system, an independent political subdivision of the State of Missouri, is seeking proposals for a compensation study.

1. Background/Introduction

The library is an independent political subdivision in Missouri and is a separate taxing entity from the County of Cass County. The County Commissioners appoint Library Board members, but the library does not receive any funding from the county's budget. The chosen vendor will present their findings and recommendations to the ad-hoc personnel committee of board for approval.

The Cass County Public Library system is located in Cass County Missouri. The library system has 7 branches and a bookmobile within the county. The library currently employs 12 full time, 29 part-time and 37 substitute (flat rate on pay scale) employees. The library has @ 20 job descriptions to be included in the compensation study. Each of position descriptions have been updated as of Jan. 2021. Positions may be added through-out the year.

The library administration currently utilizes a compensation salary scale that was developed internally. Currently, employees receive salary increases annually. The increases are not based on criteria but upon time within their current position.

The library system has a robust benefits package. The compensation study only includes the base wages and salary scale for this project.

2. Project Goals and Scope of Services

The Library Administration is looking to secure an independent consultant to complete the proposed compensation study.

We request base salary information compiled for each position using the 2021 Library Compensation and Benefits Survey, comparable wage information for area libraries, Cass County non-profits or government agencies and other applicable salary resources.

We request information about annual increases in salary scales for area libraries, non-profit and government agencies.

Scope of Services

The compensation study deliverables are as follows:

1. Validation of the current salary scale and update according to study findings OR
2. Recommendation for a new salary scale, only if applicable
3. Provide average base salary for each of the 20 job descriptions
4. Provide exemption status recommendations based upon job descriptions
5. Provide average annual base salary increases for similar job titles
6. Provide average salary scale increases for similar entities considering the location.
7. Using the average base salary findings, recommend current employee placement within the recommended salary scale
8. Provide estimated base salary costs utilizing the current or recommended salary scale for the next 4 years

This study is considered proprietary information for Cass County Public Library. All findings and recommendations are to be presented to the board for approval at a regularly scheduled board meeting.

3. Anticipated Selection Schedule

April 1, 2021	Issue RFP
May 3, 2021	Proposal Due
May 19, 2021	Recommendation to the Board
May 20, 2021	Execute engagement letter

4. Time and Place of Submission of Proposals

All proposals are due in the Library Administrative Office by 2:00 pm., CST, May 3, 2021

All questions or request for information concerning this solicitation must be submitted in writing via email or mail eight (8) days prior to the closing deadline.

Any questions concerning this RFP shall be submitted in writing by mail or email to:

Christie Kessler
Cass County Public Library
400 E. Mechanic Street
Harrisonville, MO 64701
Email: ckessler@casscolibrary.org

5. Timeline for project

The deadline for completion of the compensation study is August 6, 2021

The salary scale recommendations approved by the Board are to be effective Jan 1, 2022

All findings and recommendations are to be presented to the board on September 22, 2021 for approval

6. Elements of Proposal – The following items shall be submitted in response to this solicitation:

- A technical approach, which describes how you will carry out the tasks outlined above.
- Lists of all consultants who would be involved in the project include their qualifications and background information.
- Names, phone numbers, and email addresses of individuals at three similar size organizations who have been your clients during the last eighteen months and whom we **can contact as references**.
- Proposed timeline and fee schedule with a not-to-exceed amount for the engagement.

7. Selection Criteria – Awards shall be made to the responsive and responsible consultant that submits the best value to the Library Administration using price and other factors listed below:

- Experience with organizations similar in size and/or operations
- Recommendations from former clients and prior experience with Libraries
- Competence, as demonstrated by the qualifications and technical backgrounds of staff to be assigned to the engagement
- Cost, as determined by the lowest cost commensurate with quality of work

A letter of engagement will be signed with an independent consultant who, based on an evaluation of all responses, applying all criteria, is determined to be the best qualified.

8. Vendor Requirements – All considered consultants must obtain the following requirements

- The respondent agrees to enroll and participate in a Federal Work Authorization Program, (“E-VERIFY”) with respect to the employees working in connection with the contracted services to be provided to the Library (See Appendix A)

Professional Liability	Required Limits
	\$1,000,000

Business Automobile Liability	
Retain Automotive Liability	\$1,000,000 combined single limit, per occurrence
Worker's Compensation	
Applicable statutory Worker's Compensation Insurance	\$500,000

9. Budget

- By submitting a proposal, the proposer agrees to "hold" or not increase the quoted prices for a minimum period of sixty (60) days.
- Proposer shall provide a fee structure. All fees shall be fully burdened (includes but not limited to: overhead, profit, insurance, travel, per diem, insurance, supplies, services, administrative support, etc.)

*If the Consultant fails to list days to complete, the project must be completed in 90 days from notification to begin work. Delivery times in excess of 90 days may adversely affect the proposer's consideration for award.

**APPENDIX A –
FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with the state or any political subdivision (hereinafter "District") of the state must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

EXHIBIT A

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is emailed in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me on this ___ day of _____, 201__

NOTARY PUBLIC

My commission expires: