



TOWN OF MANSFIELD, CONNECTICUT
REQUEST FOR PROPOSALS

Professional Services Relating to the Preparation of a Comprehensive Compensation
and Classification Study

SUBMISSION DEADLINE: May 11, 2018 at 12:00 PM

SUBMISSION CONTACT & ADDRESS:

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Town of Mansfield

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Table of Contents

1. Key Dates and Deadlines
2. Proposal Information, Process and Conditions
 - 2.1 Introduction and Background of the Town of Mansfield
 - 2.2 Submittal Process for Proposals
 - 2.2.1 Technical Proposal
 - 2.2.2 Price Proposal
 - 2.3 Proposal Evaluation and Acceptance
 - 2.4 Correction, Modification and Withdrawal of Proposals
 - 2.5 Acceptance of the Proposal
 - 2.6 Questions regarding the RFP
 - 2.7 Rejection of Proposals
 - 2.8 RFP Includes by Reference all documents referred to and included therein
 - 2.9 Term of Service Contract
 - 2.10 Award of Contract
3. Scope of Services
4. Summary

1. Key Dates and Deadlines

RFP Available	March 6, 2018
Written Questions Due	April 12, 2018
Answers to Written Questions	April 24, 2018
Deadline for Proposals	12:00 pm, May 11, 2018

2. Proposal Information, Process and Conditions

2.1 Introduction

The Town of Mansfield is seeking to engage a qualified professional personnel management consulting firm to conduct a Compensation and Classification Study for all full-time employees. This study will be limited to regular full-time positions, including fire personnel. The purpose of the project is to update the existing classification plan (if practical) or develop a new salary classification plan, and to ensure that all the identified positions are classified in a manner that is internally equitable and externally competitive. The end product will include a classification plan and system used for evaluating positions in relation to the placement of the position within the internal classification plan and against the external job market.

The Town of Mansfield encompasses approximately 45.1 square miles and has a population of approximately 26,524 (roughly 14,000 year-round). The Town is bounded on the east by Chaplin, in the north by Willington and Ashford, on the south by Windham, Lebanon and Columbia and on the west by Coventry. The Town of Mansfield was first settled in 1692 as part of Windham. In October 1702, the Connecticut General Assembly granted a charter of incorporation to the Town of Mansfield which was formed out of Windham.

The Town operates under the provisions of its Charter and the General Statutes of the State of Connecticut. Since 1970, when the Town established the Town Manager/Council form of government, the legislative power of the Town was vested in a nine member council, elected at large for terms of two years and the Town Meeting. The Mayor is elected by majority vote of the Council. The Town Manager, who is the Chief Executive Officer, manages the operations of the Town.

The Town and the immediate region benefit from being the locale of the University of Connecticut. The University is a land grant university that was founded in 1881 as Storrs Agricultural School. With over 4,000 employees, the University is a major employer for the Town and the surrounding region.

The Town of Mansfield provides a full range of services, including fire protection; the construction and maintenance of highways, streets and other infrastructure; education from pre-kindergarten through eighth grade and high school through Regional School District No.19; social services including a youth services bureau and a senior center; public health services through Eastern Highlands Health District; recreational services and adult education including a community center, library services and affordable housing through a Town housing authority.

The Town has approximately 150 regular employees. Three labor unions represent the following employees: professional/technical employees (appx. 42 employees); public works

(appx. 20 employees), and firefighters (appx. 25 employees). The remaining 60 +/- employees are unaffiliated (non-union).

In 2004, a Classification Study was completed by Springsted, Inc. of Minnesota. Prior to that, the most comprehensive study and review of the town's compensation and pay plan was conducted in 1989 by Burgaeff-Cogswell.

2.2 Submittal Process for Proposals

The complete RFP response involves two main sections: the Technical Proposal and a Price proposal.

In the Technical Proposal, the Offeror presents its experience and approach in response to the project requirements set out in this RFP. The Technical Proposal will be in large part based on the response to the scope of services in Section 3 and will include all information requested in the RFP except for price and costs.

The price Proposal must be submitted separately from the Technical Proposal. This is critically important. The Evaluator or Evaluation Committee will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals.

Offerors must submit Proposals by delivery of two (2) separate sealed envelopes, one containing the Technical Proposal and the other containing the Price Proposal. Under no circumstance shall any price information be included with a Technical Proposal. The inclusion of a Price Proposal or other pricing information in the same envelope as a Technical Proposal may result in the immediate disqualification of the RFP response.

All proposals must be received no later than 12:00 pm (noon) on May 11, 2018. PLEASE NOTE: Technical or Price Proposals or any parts thereof received by the Official after the time and date stated above will be rejected as unresponsive to the RFP. Delivery of Proposals to any office or location other than the location specified below will not constitute receipt by the Town. It is the sole responsibility of Offerors to ensure that Technical and Price Proposals are received at the proper location, prior to the stated deadline. Offerors should plan accordingly for timely delivery. Faxed or e-mailed proposals will not be accepted.

The Town accepts no financial responsibility for costs incurred by any Offeror in responding to this RFP. All responses and materials related to this RFP will become the property of the Town upon submission.

2.2.1 Technical Proposal

Technical Proposals must not contain any reference to price. The inclusion of pricing data in a Technical Proposal may result in immediate disqualification of the Offeror's Proposal.

The complete original Technical Proposal and four copies must be submitted in a separate sealed envelope and clearly marked as follows:

Town of Mansfield
COMPENSATION and CLASSIFICATION STUDY
TECHNICAL PROPOSAL

Submitted by: (Name of Offeror)

And delivered or mailed to:

Denise M. McNair
Acting Assistant Town Manager
Town of Mansfield, Audrey Beck Building
Four South Eagleville Road, Mansfield, CT 06268

All Proposals must be received no later than 12:00 pm (noon) on May 11, 2018.

2.2.2 Price Proposal

The Price Proposal must be submitted separately from the Technical Proposal in a separate sealed envelope.

The pricing should include a fixed, not to exceed total price for the services and deliverables described in the Scope of Services, Section 3, with the hourly rates per position included for informational purposes only to inform the Town of the level of effort the Contractor expects for the project.

If the Town elects to obtain additional consulting services, at its sole discretion, the selected Offeror shall be available for such additional services directly related to this RFP, at the hourly rates provided in response to this RFP, and pursuant to a contract amendment, additional statement of work, or purchase order, as applicable and as permitted by law.

No additional charges, including travel and other expenses, will be allowed.

Any taxes due will be assumed to be included in the Offeror's price of services. The Town of Mansfield is exempt from federal excise taxes and from Connecticut Sales and Use taxes.

The complete original Price Proposal and four copies must be submitted in a separate sealed envelope and clearly marked as follows:

Town of Mansfield
COMPENSATION AND CLASSIFICATION STUDY
PRICE PROPOSAL

Submitted by: (Name of Offeror)

And delivered or mailed to:

Denise M. McNair
Acting Assistant Town Manager
Town of Mansfield, Audrey Beck Building
Four South Eagleville Road, Mansfield, CT 06268

All Proposals must be received no later than 12:00 pm (noon) on May 11, 2018.

2.3 Proposal Evaluation and Acceptance

Proposals remain sealed until such time as designated for opening.

Technical proposals will be opened in the presence of one or more witnesses at the time and date specified. A register of proposals will be available for public inspection following the opening of the Technical Proposals. However, the contents of the proposals shall remain confidential until the completion of the Town's evaluation, or until the time for acceptance specified in the RFP, whichever is earlier. Thereafter, all proposals will be public record. Do not submit any confidential information as part of your proposal.

An Evaluator or Evaluation Committee appointed by the Town shall be provided with the Technical Proposals in closed session. The Evaluator or Committee will examine each proposal to determine whether it meets all of the proposal submission requirements. Any proposal which fails to include all of the information or documentation specified in the proposal submission requirements is non-responsive and may be rejected.

The Evaluator or Evaluation Committee may contact client references to assess the Offeror's performance and responsibility, and to assess and validate the client's satisfaction with the Offeror's services.

Based upon the results of the evaluation, the Town may in its discretion, identify individual Offerors to participate in onsite presentations and interviews. Such Offerors will be notified in advance in writing of the date and time for presentations and interviews, if any.

The Evaluator or Evaluation Committee will evaluate the Offeror's responses as they relate to the requirements of the RFP. The Evaluator or Committee will evaluate the proposals and make recommendations to the Official.

The Official will open and evaluate the Price Proposals so as to avoid disclosure to the individuals evaluating the technical/non-price proposals until such evaluations are complete.

2.4 Correction, Modification and Withdrawal of Proposals

The Official shall unconditionally accept a proposal without alteration or correction, except as provided in this paragraph. An Offeror may correct, modify or withdraw a proposal by written notice received in the office designated in the RFP prior to the time and date set for submission of proposals. If a mistake in a proposal is clearly evident on the face of the proposed document, the Official shall correct the mistake to reflect the intended correct proposal and so notify the Offeror in writing, and the Offeror may not withdraw the proposal. An Offeror may withdraw a proposal if a mistake is clearly evident on the face of the proposed document, but the intended correct proposal is not similarly evident. After opening the Technical Proposals, an Offeror may not change the price or any other provision of the

proposal in a manner prejudicial to the interests of the Town or fair competition. The Official may waive minor informalities or allow the Offeror to correct them.

2.5 Acceptance of the Proposal

The proposal will be firm for one hundred twenty (120) calendar days after the deadline for submission of proposals. The submission of a proposal shall constitute agreement on the part of the Offeror that, if the Offeror is given or mailed a notice of acceptance within one hundred twenty (120) calendar days of the date set for the opening of Technical Proposals, the Offeror will, within thirty (30) calendar days of receipt of such notice or within such additional time as the Official may authorize in writing, deliver to the Official a contract properly executed. If a contract has not been fully executed by the end of said thirty (30) day period, the Town shall have the option of selecting a different proposal from another Offeror.

2.6 Questions Regarding the RFP

The Town will not respond to oral questions regarding this RFP. All questions should be submitted by e-mail to Denise M. McNair at McNairDM@mansfieldct.org. The subject line of an e-mail should be "Compensation & Classification Study RFP." Questions must be submitted on or before April 12, 2018.

2.7 Rejection of Proposals

The Town may cancel the RFP, or may reject any or all proposals, if it determines the cancellation or rejection serves the best interests of the Town. The Town reserves the right to waive any minor informality.

2.8 RFP Includes By Reference All Documents Referred to and Included Therein

This RFP hereby expressly incorporates by reference any and all documents referred to herein, including without limitation all contractual terms and conditions applicable to procurement.

2.9 Term of Service Contract

The term of the contract is for one year, with the option to renew for one additional year. Although the RFP Scope of Services may be completed in less than a year, the contract term will be for one year in order to provide for contingencies. The Contract shall be subject to

the availability of an appropriation and may be cancelled by the Town without penalty in any year in which appropriation is not made.

2.10 Award of Contract

The Town reserves the right to award the contract to other than the Offeror offering the lowest overall cost. If a Contract is awarded, the Contract will be awarded to that responsive and responsible Offeror whose proposal is deemed most advantageous to the Town taking into consideration the evaluation criteria and proposal price.

3. Scope of Services

1. Discuss and finalize plans for the study, including use of the selected classification system and all forms, questionnaires and survey instruments, with appropriate Town staff.
2. Conduct orientation sessions with all employees and solicit needed information through questionnaires. Seek and obtain employee input through additional meetings and/or interviews and focus groups as necessary. Review questionnaire responses with supervisory and management staff.
3. Review existing job descriptions (format and content) and specifications (critical job elements) for all current positions. This review shall include any and all job descriptions to meet ADA, FLSA and other applicable regulations. Where appropriate, the Offeror/consultant will consider eliminating positions and creating new positions. The audit should not only focus on the relevance and validity of job descriptions, but the extent to which the job descriptions are using factors that allow for examination of internal and external equity.
4. Review and analyze the current employee compensation structure, including salary and benefits. Prepare a customized salary survey instrument of job titles to be surveyed and consult with Town staff as to the type of survey instrument to be used.
5. Conduct a customized market survey of salaries of local and area municipalities, to include the competitive market area where the Town recruits employees. Review, analyze and compile survey data of all surveyed job information.
6. Prepare and recommend a classification structure based on job descriptions, including any approved changes to those descriptions. The classification structure shall utilize a standardized rating system, such as a point-factor analysis, that analyzes each position against multiple evaluation criteria in order to develop a recommended assignment for each position within the classification plan.
7. Prepare a draft report for review by selected management personnel.

8. Present final report to Assistant Town Manager. The report should include an introduction, explanation of methodology and position evaluation system, survey results, classification pay plan and job description recommendations.
9. Presentation to employees and/or Town Council. At the completion of the study, the Offeror/consultant will present the results to the employees involved. The consultant may also be asked to present the results of the study to the Town's elected body, the Town Council.

4. Summary

The Town will evaluate responses based on technical competence, the capacity to perform the work within a reasonable time, past record of performance and demonstrated knowledge. The selected firm must be able to meet all Town, State and Federal affirmative action and equal opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expense incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the Town and to waive all formalities in the bidding.