



**LA CROSSE COUNTY**  
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## **Request for Proposal**

# **Wage Study for B Schedule Employees**

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## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this procurement process is to select a Consultant to provide a Wage Study for the B Schedule (salaried) employees at La Crosse County. This is a wage study only and will not include benefits.

## Section 2 - Proposal Submittal Instructions

### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released**		5/9/18
Submission of proposals	10 am	6/7/18
Consultant Interviews		7/10/18
Executive Committee meeting**		8/8/18

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the Consultant's responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the header "Meeting Minutes / Agendas" or by contacting the County Clerk's office at 608-785-9623.

### 2.2 RFP location

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the Consultant's responsibility to be aware of amendments that are posted on the web site. The address is:

<http://www.co.la-crosse.wi.us>

### 2.3 Submission of Questions

Bryan Jostad, Finance Department, 608-785-5879  
[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)

### 2.4 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "**Wage Study**". **Consultants shall submit one (1) paper copy and one (1) copy on a thumb or jump drive.**

**Sealed Proposals must be delivered no later than 10:00 am, June 7, 2018 to:**

**Bryan Jostad  
Suite 2500, Finance Department  
212 North 6<sup>th</sup> Street  
La Crosse, WI 54601**

**Proposals received after the above date and time will be returned unopened.**

## **2.5 Opening of Proposals**

The proposals will be publicly opened at 10:05 am, June 7, 2018 in the following location:

**Suite 2500. Finance Department  
212 North 6th Street  
La Crosse, WI**

At that time, the names of Consultants who properly submitted proposals will be announced. Announcement of the names of the Consultants who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

## **Section 3 Qualifications**

### **3.1 Consultant Information**

- A. Letter of introduction that includes name of contact person and contact information (email address, phone number, etc.), no more than one (1) page.
- B. Office location(s) that would service this contract
- C. Provide client agency name, contact name, title, address, and phone number of references from at least three clients that have been, or are currently being provided similar service within the last five (5) years.

### **3.2 Relevant Experience**

- A. Experience performing wage studies for Wisconsin County Governments
- B. Other wage studies that would be pertinent to La Crosse County

### **3.3 Proposed staff and structure**

- A. Organizational Structure / Hierarchy
- B. Responsibilities and qualifications of personnel providing services under this proposed agreement.

## **Section 4 Scope of Work**

### **4.1 Background Information**

La Crosse County employs approximately 190 B Schedule employees and approximately 100 position titles associated with the B Schedule.

Since the implementation of Act 10 in 2011, La Crosse County has been making incremental changes to the pay scale. Over the past few years pay has been standardized for employees in nursing homes and facilities management. In 2017 La Crosse County developed a standardized pay scale for hourly employees utilizing an equity analysis. The template utilized, along with the current B Schedule and Social Worker Pay Scale is attached.

Addendum A: B Schedule Pay Scale

Addendum B: Equity Analysis Process

Addendum C: Social Worker Pay Scale

## 4.2 Objectives of Study

Consultants shall describe their approach to meeting the following objectives:

- A. Utilizing the current equity analysis process:
  - 1. Provide a method to update the current Classification Pay Scale System
  - 2. Outline steps to create a new Classification Pay Scale System for salaried employees
- B. Present up to twenty (20) Benchmark positions for external wage market comparisons utilizing:
  - 1. Wage market within the geographical area of Western Wisconsin
  - 2. Types and number of organizations used for wage market comparison
- C. Provide a method to manage internal equity comparisons
- D. Identify and provide a method to manage pay compression issues
- E. Conduct project information meetings with La Crosse County to explain the scope of the project, methods used, and the role of staff.
- F. Review existing job titles and wage schedules. Compare wages in the comparable marketplace with the current B Schedule Pay Scale.
- G. Present to the County Administration a report and overall plan that is understandable and summarizes the information gathering process and findings.
- H. Work with La Crosse County Administration to:
  - 1. Develop an implementation plan
  - 2. Create options for implementation
- I. Present progress reports to County Administration as requested and provide a final presentation to County Administration upon completion of the project.
- J. Provide a high level timeline with milestone events.

## Section 5 How to respond to this RFP

**5.1 Consultants shall provide a written response to Section 3 Experience and Qualifications**

**5.2 Consultants shall provide a written response to Section 4 Scope of Work**

**5.3 Complete the Cost Schedule in Section 7 and include with proposal**

## Section 6 Evaluation of Proposals

### 6.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

Category	Points
Experience and Qualifications	100
Scope of Work	100
Cost Schedule	100
Initial Total	300
Consultant Interview	300
Grand Total	600

### 6.2 Initial Evaluation

Each proposal shall receive an initial evaluation by an evaluation team. The highest evaluated Consultants; up to 3; shall be requested to meet with the evaluation team for an interview. Consultants will be notified of their interview status no later than 4 pm on June 20, 2018.

### 6.3 Consultant Interviews

Consultant interviews are scheduled for July 10, 2018. Consultants must be available to interview on that date. Interviews will be 45 to 60 minutes in length. An interview agenda will be provided no later June 27, 2018.

### 6.4 Final approval of Consultant

The evaluation team will make a recommendation to the Executive Committee which meets on August 8, 2018.

## Section 7 – Cost Schedule

**Cost to Complete Wage Study Project** \_\_\_\_\_

## Section 8 - Terms and Conditions

**8.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**8.2.** The County reserves the right to re-issue any requests for proposals.

**8.3.** Upon the selection of a finalist Service Provider, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Service Provider. If the County, for any reason, is unable to reach a final agreement with this Service Provider; the County reserves the right to reject such Service Provider and negotiate a final agreement with the Service Provider who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**8.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a Service Provider's proposal or obtain additional information.

**8.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**8.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**8.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Service Provider.

**8.8** The Service Provider agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Service Provider, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**8.9** The selected Service Provider shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**8.10** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the County.

**8.11** Should the selected Service Provider merge or be purchased by another individual or firm contract continuation would be at the County's option.

**8.12 Ownership of Proposals**

All proposals submitted on time become the property of the County upon submission, and the proposals will not be returned to the Service Providers. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**8.13 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**8.14 Other information**

Service Providers may submit any other information that is not described in this proposal that would be beneficial to the County. If in the Service Provider's opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.