

Borough of Lemoyne
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ANNOUNCEMENT

REQUEST FOR PROPOSALS (RFP)

EMPLOYEE COMPENSATION AND CLASSIFICATION CONSULTING SERVICES

The Borough of Lemoyne, Cumberland County, Pennsylvania is accepting proposals for a one-time contract for professional services to perform an employee compensation and classification review. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals are due on or before Thursday, April 29, 2021 and must be submitted as a PDF file to the Borough Manager at cfoster@lemoynepa.com.

For questions or additional information, please contact the Borough Manager at 717-737-6843 x 14 or via email at cfoster@lemoynepa.com.

Cindy L. Foster

Cindy L. Foster, Borough Manager

INTRODUCTION

A. General Information

The Borough of Lemoyne, Cumberland County, Pennsylvania is issuing a Request for Proposals (RFP) from qualified firms to assist the organization in evaluating its overall employee compensation, benefits and pay structure as compared to the market, perform a job audit and analysis for each full-time position to determine appropriate classification, and assist with updating job descriptions.

B. About the Borough

Lemoyne Borough was incorporated on May 23, 1905. The 1.61 square mile community, urban in nature, with a population of 4,553 as of the 2010 census, operates under the council-manager form of government. Lemoyne is recognized as a vital link to Harrisburg and points east and to the West Shore and Cumberland Valley to the west.

The Borough employs one part-time and 15 full-time employees and strives to offer a competitive compensation and benefits package to all full-time employees. Public Works (Maintenance and Sewer) employees, if not considered management, are union members of AFSCME District Council 89. Salaries are set through the collective bargaining agreement. Negotiations are set to begin over the summer as the current contract expires on December 31, 2021. Salary increases for non-union employees generally follow the percentage increase agreed upon during negotiations for union employees.

The Borough offers a wide array of employee benefits including health, dental, vision life, accidental death & dismemberment and long-term disability insurance, an employee assistance program, defined benefit pension plan, and voluntary participation in AFLAC and a 457b deferred compensation plan.

The successful firm will be expected to work with management during all phases of this project, including onsite or virtual meetings, and will be expected to present final recommendations to Borough Council.

As of March 31, 2021, Borough employees are divided into the following departments:

- Administration3 Full-Time; 1 Part-Time
- Planning/Zoning/Code Enforcement..... 1 Full-Time
- Maintenance/MS46 Full-Time
- Sewer.....5 Full-Time

SCOPE OF SERVICES

The Borough seeks to update its current total compensation package to provide market comparative compensation to employees, including the value of benefits that also balance internal equity. The Borough is requesting proposals for the following areas of work:

1) Compensation and Benefits Study

- Review the Borough's existing compensation and benefit plans
- Gather necessary survey data from comparable organizations/municipalities using a customized survey.
 - Compile compensation information, including paid time off and overtime policies

- Compile employer paid benefit plans with comparable organizations to include the value in market comparative pay. Benefit plans should include all benefit programs of the Borough, including pension benefits.
- Evaluate recent and anticipated pay increases.
- Determine appropriate pay ranges for all positions.
- Propose policy of pay steps to include appropriate spread between minimum and maximum of pay ranges and distance between steps.
- Prepare written report to include a comparison, by position, of the full market compensation and benefit plans.
- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

2) Job Audit and Analysis

- Evaluate current classification positions.
- Gather necessary employee information.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following:
 - Whether individual employees are appropriately classified.
 - Whether a position should be moved to a different job classification and/or pay grade.
 - Whether position titles are appropriate.
 - Other recommendations.

3) Job Descriptions

- All job descriptions will be updated after review of job analysis questionnaires and interviews.
- Recommendations will be made to revise, create or consolidate titles.
- Job descriptions should be established in a standardized format which are ADA and FLSA compliant. The Borough will have review/input as to the final format of job descriptions.
- Revised job descriptions should include FLSA exemption tests to determine the appropriate FLSA overtime classification for each position based upon the duties and responsibilities provided in the job documentation.
- Final job descriptions are provided to the Borough, with allowance for one set of revisions included in the project cost.

4) Final Report requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.
- Recommended pay structure.
- Recommendations for maintaining future market competitiveness.
- Other recommendations.

5) Other miscellaneous requirements

- Provide administration manual with plan maintenance procedures.
- Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in pdf format.

6) Sample Timeline

Estimated Milestone Dates	Task
April 2, 2021	• Request for Proposals issued
April 29, 2021	• Proposals due
Week of May 10, 2021	• Interview Potential Candidates
May 20, 2021	• Successful Consultant Appointed at Council Business Meeting
Week of May 24, 2021	• Firm begins project work, including compilation of survey data.
June 30, 2021	• Preliminary data collection complete.
Week of July 12, 2021	• Onsite meetings with staff discussing detailed findings regarding market compensation and benefits.
July 29, 2021	• Draft report due
August 5, 2021	• Present draft report at Borough Council Work Session Meeting
August 19, 2021	• Final report presented for approval at Borough Council Business Meeting

SUBMISSION REQUIREMENTS

The proposal for services must, at a minimum, include the following:

- The firm's name and location of the office providing the services under the contract, telephone number and e-mail address.
- A general description of the firm, including size, number of employees, primary business, and other business or services offered.
- Identification of the project manager who will be the primary contact through all phases of the project, as well as identification of other personnel who will be performing engagement work and estimated expected contribution to the project in percentage of hours.
- Summary information regarding the qualifications and professional experience of staff who will perform work under this engagement.
- Description of the firm's experience in providing services similar to those in the Scope of Services for municipal clients.
- List of references of at least three municipal clients for which services have been provided which are similar to those in the Scope of Services of this document. References should include client name, address, telephone number and email address for the contact person in each organization. Also include the services provided and total fees paid by each referenced agency for the project.
- Description of the firm's understanding of the requested services including the proposed approach, specific project steps including detailed information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. Innovative approaches or concepts, especially those reducing project cost, are encouraged.
- Fees should be submitted on the Proposal Submission Form, or similar form, provided in this document, divided by category of service.
- Proposal Submission Form should include a signature of a representative of the firm with acknowledgement that such individual is authorized to bind the firm contractually.
- Proposals shall provide a statement as to whether any portion of work performed under this proposal will be subcontracted or performed under a partnership or joint venture.

Information on such entities must be included in the proposal such as related experience and qualifications of assigned staff.

- Submissions should also include sample interim and final report formats.
- Firms are encouraged to include its professional services agreement as part of the proposal submittal. However, the Borough of Lemoyne reserves the right to negotiate the terms of said agreement prior to contract award.

SELECTION CRITERIA

All proposals will be reviewed to determine compliance with requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

- Firm's demonstrated experience in providing similar services to municipal clients as identified in the Scope of Services.
- Staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
- The ability of the firm to provide the requested services as demonstrated in the proposal.
- Firm's past record of performance, if any, with respect to quality of work and ability to meet stated timelines.
- The quality, conciseness, and completeness of the proposal.
- Project timeline.
- Proposed fees.

SUBMISSION OF PROPOSAL AND OTHER RELATED INFORMATION

Proposals should be brief and concise (6-10 pages), plus sample reports. Questions regarding the RFP should be emailed to Cindy L. Foster, Borough Manager, at cfoster@lemoynepa.com. Responses should be in PDF format and submitted electronically to cfoster@lemoynepa.com no later than 4:00 p.m. on Friday, April 23, 2021.

A proposal may be withdrawn any time prior to the submittal deadline by written notification. The proposal may be resubmitted with any modifications, prior to the same deadline. Proposals will remain in effect for Borough review for a period of 60 days from the deadline for submission.

The Borough reserves the right to accept or reject any and all proposals and to select the proposal it determines to be in the best interest of the Borough. The successful firm will be required to meet standard Borough insurance requirements.

A contract with the successful firm is subject to approval of the Borough Council of the Borough of Lemoyne and is effective only upon Borough Solicitor review and Council approval.

PROPOSAL SUBMISSION FORM

Note: Failure to provide the information requested on this form may be cause for rejection of your proposal on the grounds of non-responsiveness.

Business Name:

Federal Tax ID Number:

Street Address:

Mailing Address if Different:

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

FEE PROPOSAL

TASKS	FEE PROPOSED (Time & Materials Not to Exceed)
Compensation and Benefits Study	\$
Job Audit and Analysis	\$
TOTAL	\$

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business listed above.

Signature

Date

Print Name and Title

Phone Number