



**REQUEST FOR PROPOSAL  
FOR  
CLASSIFICATION AND  
COMPENSATION  
STUDY**

**ISSUE DATE: AUGUST 30, 2022**

**DUE DATE: SEPTEMBER 30, 2022**

## **INTRODUCTION**

Mobile County Personnel Department invites qualified consultants to submit proposals to undertake a compensation and classification study as listed under the Scope of Work. The purpose is to assist this Department and the member jurisdictions with maintaining a competitive and equitable classification and compensation system for positions in all jurisdictions when considered in relation to each other (internally) and when compared to the external labor market.

## **BACKGROUND**

The Alabama State Legislature created the Mobile County Personnel Board in 1939 through a Civil Service Act to "govern and control, by Civil Service rules, regulations and practices...all individuals in the Classified Service". In effect, this created a Mobile County Merit System for the jurisdictions within Mobile County, which include cities, towns, governmental boards, commissions, and other agencies. The current jurisdictions coming under the Mobile County Personnel Board are as follows:

<u>Jurisdictions</u>	<u>Mid-July 2022 Employment</u>
City of Mobile	1,966
Mobile County	1,432
Mobile Area Water and Sewer System	318
Mobile County Health Department	191
City of Saraland	173
Mobile Public Library	164
City of Prichard	122
Mobile Housing Authority	81
City of Chickasaw	47
City of Satsuma	47
City of Citronelle	43
City of Bayou La Batre	42
Mobile County Personnel Department	32
Prichard Water and Utilities Board	28
Town of Mt. Vernon	22
City of Creola	15
City of Saraland Water and Sewer Board	15
Utilities Board City of Bayou La Batre	14
Mobile County Emergency Management Agency	10
City of Satsuma Water and Sewer Board	7
Utilities Board City of Chickasaw	3
Mobile Racing Commission	<u>1</u>
	4,774

In order to manage this Merit System, the act created the Mobile County Personnel Department with responsibility for the following:

- Accept job applications.
- Test and screen job applicants.
- Establish and maintain employment registers.
- Train employees.

- Clarify personnel policy issues.
- Administer a classification/compensation system.
- Handle employee grievances and appeals.
- Verify and certify jurisdiction payrolls.

The Mobile County Personnel Department provides the member agencies with qualified applicants, while the Mobile County Personnel Board provides employee job protections, such as appeals from disciplinary actions by the jurisdictions. In addition, we serve the citizens of Mobile County by ensuring that the applicant pools of local government jobs are based on individual merit and ability in order to eliminate political factors, nepotism, and favoritism.

The Mobile County Merit System represents most individuals employed by these 22 local governmental agencies. There are approximately 4,800 classified employees in these jurisdictions with approximately 620 active classifications. Of these active classifications:

- Approximately 150 classifications have 5 or more employees in that classification across all jurisdictions.
- Approximately 79 classifications have 10 or more employees in that classification across all jurisdictions.
- Approximately 40 classifications have 20 or more employees in that classification across all jurisdictions.
- Approximately 25 classifications have 40 or more employees in that classification across all jurisdictions.

The employees of the Merit System serve through jobs such as public safety positions (police, fire, sheriff), librarians, secretaries, office assistants, social workers, nurses, mechanics, treatment plant operators, accountants, equipment operators, public service workers, custodians and many more.

## **OVERVIEW**

The purpose of the study is to evaluate the Mobile County Personnel Department's existing job classifications and compensation plans in order to provide viable options and approaches that would increase the various jurisdictions' ability to attract and retain a highly qualified and motivated workforce over the next five to ten years.

## **SCOPE OF WORK**

Mobile County Personnel Department has the following objectives for this project.

1. Perform a review of the existing classification and compensation structure for full-time and part-time employees of the member jurisdictions.
2. Perform a regional salary study including public and private employers who are providing comparable services to determine if the jurisdiction's salaries within the Mobile County Personnel Merit System are competitive in the appropriate job market.
3. Identify Benchmark classifications and the rationale for including each as a Benchmark for the study.

4. Review classifications based on survey data and job content analysis and recommend any changes in pay plan placement.
5. Recommend established procedures for ranking jobs and measuring differences in job content.
6. Establish pay steps or ranges in each Pay Grade and present the complete recommended pay plan for review.
7. Recommend compensation and pay grade policies to maintain competitiveness and ensure equity and minimize pay compression.
8. Make recommendations to Mobile County Personnel Department staff about any changes to the pay plans, strategies, policies, best practices, and other compensation related items in order to maintain a competitive place in the labor market.
9. Prepare a written final report of recommendations, including a discussion of methods, techniques, and data used to develop the compensation and classification plan.
10. Train appropriate officials on procedures for keeping the program up-to-date.

Mobile County Personnel Department may negotiate additions or deletions in the Scope of Work with the selected contractor at any time after the initial contract award.

Any changes to these terms or Scope of Work will be made in the form of an Addendum to this Request for Proposal and posted on the Mobile County Personnel Department website:

- <https://www.personnelboard.org/personnel-board/bid-information/>.

### **PROPOSAL DEADLINE AND SUBMISSION REQUIREMENTS**

All proposals must be received by Mobile County Personnel Department by 5:00 PM CST on Friday, September 30, 2022. Mobile County Personnel Department will not be responsible for the failure of any mail or delivery service to deliver a proposal prior to the stated date and time. Regardless of the manner of submission, any proposal received after the stated date and time may not be considered.

All proposals must include the following items.

1. A cover letter or letter of intent by an authorized representative on Consultant's letterhead, expressly agreeing to Mobile County Personnel Department's terms and conditions contained in this Request for Proposal and its attachments.
2. The name, address, email and telephone number of company representatives with the authority to answer questions or provide clarification regarding the proposal's contents.
3. A list of key personnel to be assigned to perform the services and each person's qualifications. Personnel should possess relevant and diverse knowledge and expertise in their respective fields.

4. A breakdown of the firm's rates, fees, and charges for completed services and a proposed payment schedule.
5. A full description of services and processes to complete the project in the most efficient, timely and comprehensive manner.
6. A detailed company description and history, including the areas of expertise related to the project.
7. A reference list of at least three (3) current projects or projects completed within the past twenty-four (24) months for projects of similar size and scope, including the name and telephone number of a contact person for each reference listed.
8. A work plan of activities and target dates for completion.
9. Any assistance requirements from Mobile County Personnel Department.

Contractors shall provide documentation sufficient to clearly demonstrate that their firm meets or exceeds the requirements set forth in this Request for Proposal. Those interested should submit their proposal to the following.

Hand Delivery:

*Mobile County Personnel Department ATTN: George Smith  
1809 Government Street  
Mobile, AL 36606*

Mail:

*Mobile County Personnel Department ATTN: George Smith  
P.O. Box 66794  
Mobile, AL 36660-1794*

Email:

[gsmith@personnelboard.org](mailto:gsmith@personnelboard.org)  
Subject Line: RFP BID

### **PROPOSAL REQUIREMENTS**

The following criteria may be used by the Personnel Director of the Mobile County Personnel Department to select the consultant.

1. Demonstration of the ability to successfully complete the study.
2. Cost of services.
3. Experience in similar consulting services.
4. Qualification of project staff.
5. Performance history (references).

The Mobile County Personnel Department reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All decisions of Mobile County Personnel Department shall be final.

All reports rendered to the Mobile County Personnel Department shall be the exclusive property of the Mobile County Personnel Department.

### **EXPENSES**

Mobile County Personnel Department will not be responsible for any costs or expenses incurred by the bidder in submitting a proposal or for any other associated activities. Further, Mobile County Personnel Department reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement even if it has been formally accepted.

### **QUESTIONS/ADDENDA**

Questions or requests for information regarding this Request for Proposal shall be submitted in writing to the attention of George Smith, Personnel Director, at P.O. Box 66794, Mobile AL, 36660-1794 or emailed at gsmith@personnelboard.org. If necessary, clarifications and answers will be made in the form of an Addendum to this Request for Proposal and will be posted on the Mobile County Personnel Department's website.

### **PROPOSAL CONDITIONS / REJECTION OF PROPOSAL**

Unless otherwise stated in the Proposal, submission of a bid indicates explicit acceptance by the bidder of the terms and conditions contained in this Request for Proposal and any attachments hereto. Mobile County Personnel Department reserves the right to reject any or all proposals and to amend the specifications and/or request new proposals at any time. In addition, a proposal may be rejected if the proposal fails to:

- Supply the minimum information requested.
- Submit all addenda, addenda responses and templates.
- Submit the proposal by the date and time required.
- Submit a cost proposal with itemized pricing.
- Provide truthful and accurate information in the proposal.

### **NON-DISCLOSURE OF INFORMATION**

All data and information associated with this Request for Proposal, including, without limitation, the Request for Proposal, all reports, recommendations, specifications and other data are confidential. Information shall not be disclosed or communicated unless prior written consent is obtained from Mobile County Personnel Department.

### **CERTIFICATION**

Contractor hereby certifies that it has carefully examined this Request for Proposal and all attachments hereto, that it understands and accepts all terms and conditions and the Scope of Work, and that it has knowledge and expertise to complete the project.

## **EXHIBITS**

### PAY PLANS

- A: Active Pay Plans - List for all Jurisdictions with Employment
- B: Active Pay Plans (Steps and Compensation)

### CLASSIFICATIONS

- C: Classification List across All Jurisdictions with Employment
- D: Classification Descriptions
- E: Possible Benchmark Classifications