**REQUEST FOR PROPOSAL**

**RFP 16-027**

**SEALED BID MUST BE RECEIVED NO LATER THAN:**

**Date: Wednesday, August 26, 2015**

**Time: 2:00 p.m. CST**

###### **Consultant Services from a qualified firm, company or individual to provide professional services to assist the University in identifying and benchmarking key positions; developing and conducting a local, regional and national salary survey, and providing guidance related to compensation best practices and development of compensation policies.**

**IMPORTANT:**

1. Proposals may not be accepted if the bid designation name and number is not on the outside of the envelope.
2. Proposal must be prepared in accordance with Instructions & Requirements Information. Those proposals, which are not in compliance, may be deemed non-responsive.
3. The last day for questions regarding this RFP is 2:00 p.m. CST, Monday, August 24, 2015. These should be submitted to purchase@misssouriwestern.edu.
4. RFP should be submitted no later than Wednesday, August 26, 2015, 2:00 p.m. CST to:

**Purchasing**

**Missouri Western State University**

**Popplewell Hall 221**

**4525 Downs Drive**

**Saint Joseph, Missouri 64507**

1. Expected announcement of bid finalist and or award will be Wednesday, September 30, 2015.

**SCOPE OF THE PROJECT**

**1.0 Introduction**

* 1. Through the Request for Proposal, Missouri Western State University desires to solicit proposals from qualified firms, companies or individuals to provide professional services to assist the University in identifying and benchmarking key positions; developing and conducting a local, regional and national salary survey, and providing guidance related to compensation best practices in a public education environment and development of compensation policies.

1.2 A market salary survey, compensation plan and compensation policies and practices ensures a fair, sound and systematic approach to wage and salary administration. It recognizes market competitive salaries and hourly rates of pay, is readily understood and easily administered, and allows for ongoing, continuous change in line with market trends. Furthermore, the market salary survey and compensation plan continues to achieve the University’s business goals and strategic plan objectives to meet the University’s commitment to internal equity, external competitiveness, equal opportunity and the commitment to attract, retain and motivate employees.

**2.0 Background Information**

* 1. The University implemented the current classification and compensation system in 2008.
	2. There are approximately 321 regular full-time and 2 part-time non-faculty employees.
	3. There are approximately 190 position titles.
1. **Organization**
	1. This document has been divided into the following parts for the convenience of the proposer.
* Part One – Scope of the Project
* Part Two – Scope of Services
* Part Three – Proposal Form and Content
* Part Four – Evaluation Process
* Part Five – Contract Award
* Part Six – Cost
* Part Seven – Underwriting and Administration
* Part Eight – Attachments (Exhibit A and B)

END OF SECTION

**SCOPE OF SERVICES**

Missouri Western is seeking a proposal from qualified firms, companies or individuals to provide professional services to assist the University in identifying and benchmarking key positions; developing and conducting a local, regional and national salary survey, and providing guidance related to compensation best practices and development of compensation policies.

**1.0 The University’s Current Structure**

* 1. Full-Time Employees (budgeted in regular full-time position)
	2. Part-Time Employees

1.3 Non-Exempt Employees

i.e. Maintenance, Custodial, Grounds keeping, Plumber, Electrician, HVAC Technicians, Mechanic, Administrative Support Assistant, Administrative Assistant, Administrative Coordinator, Executive Administrative Associates, Police Officers, Corporal, Chief of Police, etc.

1.4 Exempt Employees

i.e. Human Resources, Accounting, Purchasing, Information Technology, Library, Advisors, Coaches, Finance, etc.

**2.0 Our Expectations**

2.1 The Contractor/Consultant shall be professionally licensed to do business in the State of Missouri.

2.2 The Contractor/Consultant shall have experience in previous salary survey and compensation studies for comparable higher education organizations.

* 1. The Contractor shall have developed, recommended, assisted and provided support in the implementation of market salary data and compensation program guidelines for comparable organizations.
	2. The Contractor shall outline how their proposed service will be provided to the University; describe their process of reviewing the data to be provided and how they will produce their alternatives and recommendations.
	3. The Contractor shall state the length of time required for preparation of the study and ancillary reports.

2.6 The Contractor shall outline the items, materials, and information needed from the University and the time frames for these items to be submitted to ensure a timely completion.

1. **Proposal Form and Content**
	1. Title Page: Indicate the proposal subject, RFP # 16-027, name of firm, address, and telephone number, name of contact person, email address, fax number and date of submittal.

3.2 Introduction: Briefly introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, addresses and phone numbers.

3.3 Proposal Information:

3.3.1 Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested under “Scope of Services” in Section 2.0 Our Expectations.

3.3.2 Describe the experience of the firm in the past three (3) years in performing similar services. Particular emphasis should be placed on current and past studies performed for similar-sized organizations and public entities. Provide the names and information of at least three (3) clients for whom your firm has worked. We asked that you use Exhibit B Bidder’s Prior Experience to summarize your information. The University reserves the right to contact any additional individuals or firms to obtain additional information.

3.3.3 Indicate the names and titles, and include resumes, of the person(s) who will be assigned to work with the University on the scope of this contract.

3.3.4 State the effective dates of the proposal.

3.3.5 Provide a detailed description of how the services will be provided.

3.3.6 Provide a cost breakdown for services indicating possible number of positions to be included in the survey. Please use Exhibit A Pricing Page for this and refer to Section 6 Cost below.

3.3.7 Indicate any additional information for the consideration of your firm’s qualifications for providing these services.

3.3.8 Provide a copy of a previous report your firm has completed, which you feel, may have similarities to this project.

**4.0 Evaluation Process**

4.1 After determining that the bid response satisfies the mandatory requirements stated in the Invitation for Bid, the comparative assessment of the relative benefits and deficiencies of the bid response in relationship to the published evaluation criteria shall be made by using subjective judgment. The award of the contract shall be based on the best response received in accordance with the evaluation criteria stated below:

* Cost
* Experience and Reliability
* Proposed Method of Performance

**5.0 Contract Award**

* 1. Any award of a contract resulting from this RFP will be made only by written authorization from the Purchasing Office.

5.2 The University reserves the right to reject any and all bids received in response to this RFP and to waive any minor irregularity or informality.

1. **Cost**
	1. The Contractor must provide price(s) for all requirements as set forth in Exhibit A, Pricing Page of this Request for Proposal.

PLEASE NOTE: The Pricing Page shall be placed in a separate sealed envelope clearly marked on the outside “EXHIBIT A PRICING PAGE”.

* 1. Any cost and/or pricing data submitted or related to the Contractor’s offer including any cost and/or pricing data related to contractual extension options, whether required or voluntary, shall be subject to evaluation if deemed by the University to be in its best interests.
	2. For evaluation purposes only, cost shall be based on the price(s) proposed by each Contractor.
		1. Provide a sample of your consultant contract and range of compensation for services.
		2. A statement verifying the consultant agrees not to accept a commission from any of the insurance carriers because of contract negotiations for the University.
1. **Underwriting and Administration**
	1. Indicate all proposed rates and fees in accordance with information requested on the “EXHIBIT A PRICING PAGE”.
	2. Quoted rates should be based on proposed plan designs with exceptions as noted.

**EXHIBIT A**

PRICING PAGE

The bidder shall state firm, fixed prices for providing services in accordance with the terms and conditions set forth herein. PLEASE NOTE: This page shall be placed in a separate sealed envelope clearly marked on the outside “PRICING PAGE Exhibit A”.

The bidder shall complete the following and attach a detailed breakout of items 1 through 6 for University review:

1. Recommended number of positions to be surveyed
2. Cost per survey position $
3. Conduct Labor Market Survey $
4. Compensation structure analysis (current conditions) $

(i.e. range spread, compression, longevity)

1. Recommendation for:
* Best Practices $
* Final Assessment $
* Final Recommendation $
1. Hourly Cost for additional consultant services, if required $

Pursuant to the terms, conditions and specifications set forth in this Request for Proposal, I hereby quote the price(s) for items indicated above at a firm fixed price for service and for the contract period and any renewals.

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Name of Business Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Telephone Number(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Fax Number(s)

**PLEASE NOTE: The Pricing Page shall be placed in a separate sealed envelope clearly marked on the outside “EXHIBIT A PRICING PAGE”.**

**EXHIBIT B**

**BIDDER'S PRIOR EXPERIENCE**

PRIOR SERVICES PERFORMED FOR:

NAME:

ADDRESS:

CONTACT PERSON/TITLE:

TELEPHONE NUMBER:

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY OF SERVICES PERFORMED:

PRIOR SERVICES PERFORMED FOR:

NAME:

ADDRESS:

CONTACT PERSON/TITLE:

TELEPHONE NUMBER:

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY OF SERVICES PERFORMED: