

**INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION**

DATE: September 14, 2023

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: John A. Titkanich, Jr., County Administrator
Kristin Daniels, Director, Office of Management and Budget
Jennifer Hyde, Purchasing Manager

FROM: Shelby Ball, Purchasing Specialist

SUBJECT: Award of RFP 2023050 for Employee Compensation and Classification Study

BACKGROUND:

On behalf of the Human Resources Department, a Request for Proposals (“RFP”) was issued for qualified firms to conduct a comprehensive classification and compensation study of the County’s approximately 330 employee job classifications. The purpose of this compensation study will be used to set appropriate compensation levels and advise/inform County Administration for future collective bargaining as it relates to negotiating wages, hours, and conditions of employment.

DISCUSSION:

A selection committee comprised of Suzanne Boyll, Human Resources Director, Beth Powell, Parks, Recreation & Conservation Director, Andy Sobczak, Interim Community Development Director, Dan Russell, Information Technology Director, Dave Johnson, Emergency Services Director, and Sean Lieske, Utilities Director independently reviewed and scored the received proposals. The committee then met to compile an initial ranking of firms. After the initial ranking, the committee agreed to interview the top 3 ranked firms. After the interviews, the committee declared their ranking as final, and recommended award to the top ranked consultant.

Firm	Total Base Lump Sum Fee Proposal
1. Evergreen Solutions, LLC	\$52,500
2. RSC Insurance Brokerage, Inc.	\$75,000
3. Bolton Partners, Inc.	\$79,500
4. Cody & Associates, Inc.	\$64,000
5. DNA Organizational Consultant Services, LLP	\$64,000

FUNDING:

In addition to the Employee Compensation and Classification Study, other optional items of work were requested the proposers. These items include the development of a job analysis tool for

evaluation of new classifications, development of a performance evaluation tool, and development of updated job descriptions for each position classification.

Firm	Job Analysis Tool	Performance Evaluation Tool	Updated Job Descriptions	Total Proposed Price
Evergreen Solutions, LLC	\$2,500	\$8,000	\$5,500	\$68,500
RSC Insurance Brokerage, Inc.	\$14,000	\$15,000	\$15,000	\$119,000
Bolton Partners, Inc.	Included	\$9,000	\$115,500	\$204,000
Cody & Associates, Inc.	\$12,500	\$14,500	\$16,500	\$107,500
DNA Organizational Consultant Services, LLP	\$9,000	\$6,000	\$21,000	\$100,000

Funding for the Employee Compensation and Classification Study, along with the listed optional items of work from Evergreen Solutions in the amount of \$68,500 is available in the General Fund/ Human Resources/ Other Professional Services account, number 00120313-033190 in the current fiscal year. This amount will be “rolled over” into the new fiscal year through a budget amendment from General Fund/Cash Forward.

Account Number	Account Description	FY 24
00120313-033190	General Fund/ Human Resources/ Other Professional Services	\$68,500

RECOMMENDATION:

Staff recommends the Board approve the final ranking of firms, approve the agreement, and authorize the Chairman to execute it, after review and approval by the County Attorney as to form and legal sufficiency, and after approval of the required insurance by the Risk Manager.

ATTACHMENT

Agreement