



REQUEST FOR PROPOSALS

WALKER COUNTY, TEXAS

RFP C2360-21-010

SALARY COMPENSATION STUDY

(UPDATE OF CLASSIFICATION AND COMPENSATION)

NOTICE FOR PROPOSALS

Walker County will be accepting proposals (one original and three full copies) from respondents capable of entering into an agreement to conduct a review and update classification and compensation study. The proposal envelope should be sealed and appropriately marked **RFP C2360-21-010 Salary Compensation Study** and delivered to Walker County Purchasing at 1301 Sam Houston Ave Suite 235, Huntsville, Texas 77340 on September 10, 2021 at 3:00 P.M. RFP's will be publicly opened, and the names of the Proposer's will be read. RFP's not delivered by this time will be returned unopened. Walker County is not responsible for delayed deliveries of proposals by the US Postal Service, Delivery Companies, or by interoffice mail or any other service.

Questions regarding this RFP may be directed to Mike Williford, Purchasing Agent at mwilliford@co.walker.tx.us not less than seven business days prior to the proposal due date. All questions must be submitted in writing. Telephone inquiries will not be considered. To receive an RFP packet you may download the packet on-line at: www.co.walker.tx.us/purchasing , click on current bids to select the proper one. Copies of all questions and answers, and any addenda to supplement the RFP, will be published on the website above no later than three days prior to the opening due date.

No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. Walker County reserves the right to reject any and all statements, or proposals and to award this request for proposals to the proposer that offers the best value to the County, taking a weighted evaluation into consideration as set forth in this RFP.

Walker County

PREPARATION OF RFPS:

Unless otherwise directed in the Notice to Bidders, submit 4 hard copy proposals including one original and one thumb drive copy, in a sealed envelope marked **RFP C2360-21-010 Salary Compensation Study**. Prepare proposals in accordance with the requirements of the Notice to Bidders, and any instruction on the Proposal or Bid Sheet.

SUBMISSION OF PROPOSALS:

Four (4), one original and 3 hard copies of each proposal shall be submitted to the address below by the time and date set forth and one electronic copy on thumb drive Responses received later than the due date will not be accepted and returned unopened.

Due Date: Friday September 10, 2021 @ 3:00 p.m.

Mail: Walker County/Purchasing Office/Mike Williford, Purchasing Agent
1301 Sam Houston Ave Suite 235
Huntsville, TX 77340

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Mike Williford, Purchasing Agent, 1301 Sam Houston Ave Suite 235 Huntsville, TX 77340, mwilliford@co.walker.tx.us or Charlsa Dearwester, Assistant Purchasing Agent, cdearwester@co.walker.tx.us

PROPOSAL SELECTION AND AWARD:

PROPOSAL SCORING AND SELECTION

The purpose of the proposal is to receive a compensation salary study that encompasses all positions of employment in Walker County.

The County will use a best value selection process, based on a combination of cost and qualitative considerations as well as weighted questions listed in the RFP.

An evaluation committee, which will include employees of Walker County will review the proposals submitted and rank each based on the evaluation criteria specified below.

Walker County reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals is the responsibility of the submitting firms. Responding to this RFP constitutes understanding and agreement to the methods of evaluation and selection.

Evaluation Criteria

CRITERIA	WEIGHT %
QUALITY, ADEQUACY AND ORGANIZATION OF THE PROPOSAL	20%
COUNTY EXPERIENCE OF FIRM IN CONDUCTING SIMILAR STUDIES FOR GOVERNMENTAL AGENCIES.	20%
CONTENT, TECHNICAL APPROACH AND UNDERSTANDING OF THE SCOPE OF THIS PROJECT	30%
PROPOSED TIMELINE	20%
ASSOCIATED COSTS IDENTIFIED FOR EACH PHASE OF STUDY	10%

Right to Reject Proposals

Walker County reserves the right to reject any and all proposals and to waive or modify any irregularities in proposals received after prior consultation with the vendor. Walker County reserves the right to negotiate with the selected Proposer to include further services not identified in this RFP.

PROPOSERS:

Proposers desiring Purchasing information or interpretation must request such information or interpretation from the Purchasing Department only. Should a proposer discover a discrepancy or an omission in the plans or specifications, he should at once notify the Walker County Purchasing Department so that an addendum can be issued. No explanation or interpretation other than an addendum issued by Walker County will be considered official or binding.

COMMUNICATIONS:

Walker County shall not be responsible for any verbal communication between any employees, elected or appointed official of the County, and any potential proposer. All modifications to this solicitation must be made in writing to the Walker County Purchasing Department. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation regarding their response to this invitation.

RESTRICTIONS ON COMMUNICATION OR LOBBYING ACTIVITY:

Respondents are prohibited from directly or indirectly communicating with Walker County employees, appointed officials or elected officials regarding a firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Proposal. Respondents are prohibited from contacting Walker County personnel regarding their qualifications or the award of a contract unless in response to an inquiry from a Purchasing staff member. Any violation will result in immediate disqualification of the respondent from the selection process.

Upon issuance of the Request for Proposals, all communications and requests for clarification or objections shall be directed in writing to the Walker County Purchasing Department for response, determination, and dissemination to all firms. Any communication by firms or their representatives toward other County employees are prohibited and will constitute grounds for disqualification of a proposer. A firm representative, proposer or any other agents may not do any act or refrain from any act for the express purpose and intent of placing any Walker County official under personal obligation to the proposer.

DEFAULT:

Walker County reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

DELIVERY OF PROPOSALS:

It is the proposer's responsibility to deliver his proposal at the proper time and proper place. The proposer must have the proposal delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Proposer's will be returned unopened. Walker County is not responsible for errors in any delivery attempt by the US Postal Service, hired courier service, UPS, Fed Ex, or any other methods of delivery.

MATERIALS AND SERVICES:

The Proposer warrants that services delivered to the County will meet the minimum specifications set forth therein. Proposer shall furnish all data pertinent to specifications which apply to items in the bid.

CONDITIONS OF CONDUCT:

At all times any agent, officer, representative, or employee of Proposer shall be present upon property owned by Walker County, the terms and conditions of the Drug and Alcohol Policy currently adopted by Walker County shall be deemed applicable to such persons. Violations of terms/conditions while present on the premises owned by Walker County shall be grounds for

termination of any contract between Walker County and the Proposer. A copy of this policy is available upon request.

INDEMNIFICATION:

The Proposer shall, defend, indemnify, and hold harmless Walker County, their elected officials, appointed officials, or employees from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage or liability of any kind (including—without limitation—liability under any federal, state or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney’s fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error, or omissions on the part of the Proposer, its agents, employees, or subcontractors, and/or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

ETHICAL STANDARD

No Walker County Elected official, appointed official, or employee shall have interest in any contract resulting from a proposal. Proposers are required by Law to complete CIQ (Conflict of Interest) forms and other forms enclosed with instruction herein. These forms must be completed and returned to Walker County prior to award of this Request for Proposal RFP C2360-21-010.

Attachments:

- A- CIQ (Conflict of Interest form)
- B-1295 Certificate of Interested Parties
- C-HB 89 Verification form

INSURANCE REQUIREMENTS:

The Proposer shall procure and maintain (if awarded), at its expense during the term of this proposal, the minimum following insurance covering work performed.

COVERAGE

LIMITS

A. Worker’s compensation	-As required by Texas Law
B. Employer’s Liability	-\$500,000 each occurrence
C. Public Liability (Bodily Injury)	-\$1,000,000 combined single limit
D. Public Liability (Property Damage)	-\$1,000,000 combined single limit
E. Automobile Liability (Bodily Injury)	-\$200,000 each person
F. Automobile Liability (Property Damage)	-\$50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

ACCESS NEEDED BY PROPOSER:

All requests for information, files, and interviews of Department Officials or employees shall be coordinated and administrated by contacting Amy Klawinsky, Walker County Treasurer at 936-436-4934 or aklawinsky@co.walker.tx.us.

EQUAL EMPLOYMENT OPPORTUNITY:

Attention is called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex, or national origin.

SALES TAX:

Invoices must be submitted by the vendor to Walker County Auditor, P O Box 1260 Huntsville, TX 77340 or email to payables@co.walker.tx.us

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04(F) of the Texas Limited Sales, Excise, and Use Tax Act.

PUBLIC INFORMATION NOTIFICATION:

Walker County considers all materials, information, communications, and correspondence in any form from the respondents to the RFP to be non-proprietary and non-confidential and, therefore, subject to disclosure under the Texas Public Information Act (Texas Government Code 552-00-1 et seq.) after a contract is awarded. Respondents are informed that the County will abide by all statutes, court rulings, and opinions of the Texas Attorney General concerning disclosure of the RFP information. Should any part or section be considered by the Respondents to be "proprietary" or "confidential" in nature, each page or section should be designated as "Proprietary" or "Confidential." Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office, should they be required to do so.

OFFER AND CERTIFICATIONS:

Submission of a proposal constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the proposal.

GENERAL INFORMATION:

Introduction

Walker County is located an hour north of Houston, TX, and the county seat is Huntsville, Texas. The present population is approximately 72,600. The current budget authorizes approximately 400 full and part time, regular employees who are assigned to approximately 125 full-time classifications as well as elected and appointed officials.

Background

Walker County desires to maintain a pay system that is equitable, both internally and externally. The compensation plan is used internally to reward employee performance for purposes of employee retention and externally to attract qualified employees.

Currently classifications are assigned to either the Exempt, Non-Exempt, Elected Official or employee.

Objectives

Walker County is seeking a qualified and competent provider of consulting services to conduct a comprehensive classification and compensation study.

Services required will include:

- Update and/or rewrite Walker County job descriptions as necessary.
- Review the County's current classifications/compensation plan.
- Survey is to include management and identify problem areas regarding classification/compensation system.
- Conduct salary survey to ensure external equity through benchmark jobs and specific positions.
- Review salary structure to determine appropriateness.
- Technical assistance to and training of Walker County Commissioner Court members and Human Resources/Payroll/Treasurer to facilitate the implementation and maintenance of the recommended classification and compensation study.

Scope of Services

Walker County is seeking a qualified and highly experienced consultant with proven capability in the audit, design, and implementation of a comprehensive classification and compensation plan.

The scope of this project includes three major components: (1) Review and update and/or rewrite of all County job descriptions; (2) Working to revise the existing pay plan and structures; (3) Evaluating current salary structure and compensation levels for all regular, elected, and appointed officials and recommend appropriate adjustments.

All work will be completed with regular involvement of the Walker County Treasurer, the County Judge, Commissioner Court members and the Auditor as needed for the purpose of this project.

Update of Job Descriptions:

- Completion of job analysis questionnaires
- Update of job descriptions
- Approval of job descriptions/pay structure by Commissioner's Court

Procedures, policies and pay structures

- Review of organization and background material
- Briefing of Walker County Commissioner's Court members
- Completion of job analysis questionnaires
- Update of job descriptions
- Identification of benchmark positions
- Assignment of positions to job classes
- Implementation and maintenance of manual
- Training for County Judge, Auditor, Human Resource Personnel

The compensation phase of the study should include the following:

- Internal and external equity analysis and recommendations
- Complete total compensation survey
- Recommendation on means to address salary compression
- Implementation on means to address salary compression
- Brief to Commissioner's Court

Comparative Matrix for compensation phase consisting of:

Showing similarities among Walker County and counties of like size and area. This should include comparing factors such as population, staff and budget size, growth rate, Ad Valorem Taxable Value, tax rate, median household value, etcetera.

Working with the Walker County Treasurer to schedule meetings with elected officials and department heads to ensure understanding of job descriptions.

**THIS RFP BECOMES THE CONTRACT FOR SERVICES EXPECTED AND IS
REQUIRED UPON ACCEPTANCE BY THE WALKER COUNTY
COMMISSIONER’S COURT.**

Proposed Schedule

July 30, 2021 Release of RFP

September 10, 2021 Proposal opening at 3:00 pm

December 10, 2021 (Tentative) -Contract award at Commissioner Court

PROPOSAL ORGANIZATION AND FORMAT:

Proposal should be submitted on Letter sized (8.5 by 11-inch) paper, and bound securely. Submission must contain and be organized as shown below. Each section should be separated by tabs.

An original and three copies of the proposal must be submitted and must contain the following information:

- Cover clearly displaying the title of the RFP
- Introductory letter, to include name and contact information for the primary County contact for the Proposer
- A description of corporate qualifications and history of the firm
- Complete description of the study work plan and methodology including study objectives, end-products, processes, steps, and procedures.
- References – client list of Counties or other local governments for which the firm has performed classification/compensation studies.
- Project timing and cost. Consultant must provide a proposal with a maximum cost for the project based on the project as described herein. To the extent desired, additional recommendations and services or options may be included as additions to the project on an optional basis. Optional items should be priced separately from the Request for Proposal. Preferred delivery time of the project not to exceed more than 5 months, with project implementation to start immediately after award.
- Any additional information which the proposer feels appropriate.

PROPOSAL PAGE

Please note if the cost of the survey will be for all things listed or by the components as noted below

	COMPONENT COST
REVIEW AND UPDATE ALL JOB DESCRIPTIONS INCLUDING SALARY RECOMMENDATIONS	_____
STAFF TRAINING	_____
TRAVEL & LODGING	_____
PROPOSAL COST OF STUDY	_____
TOTAL COST OF PROPOSAL IF NOT USING COMPONENT PRICING	
\$ _____	

Please be sure all costs associated with this RFP are noted on this page, any additional pricing must be noted on an attached page with explanation and inserted behind this page.



The following pages must all be completed and included in the returned proposal. Failure to do so may cause this proposal to be considered ineligible for consideration. Please contact Walker County Purchasing for any questions.

Mike Williford – Purchasing Agent

Charlsa Dearwester – Assistant Purchasing Agent

936-436-4943

1301 Sam Houston Ave Suite 235

Huntsville, TX 77340

ATTACHMENT A

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filling an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date



ATTACHMENT B

WALKER COUNTY PURCHASING

1301 Sam Houston Ave., Suite 235 Huntsville, Texas 77340 (936) 436-4944

CERTIFICATE OF INTERESTED PARTIES Texas Ethics Commission (Form 1295)

Solicitation #

Texas Government Code effective January 1, 2016 requires that a governmental entity receive a Certificate of Interested Parties Texas Ethics Commission Form 1295 before entering into a contract with Walker County. This included new, amended, extended or renewed contracts that meets one or both of the following criteria:

1. Requires an action or vote by the Commissioners Court
2. Has a value of at least \$1 million.

Vendor must:

1. Go to : <https://www.ethics.state.tx.us/File/> click on Form 1295 Filings, click on the click here if you do not have a user ID and follow the instructions to set up an account. If you already have an account then you may log in and proceed with the process.
2. Submit and print a copy of the form which will contain a unique certification number
3. An authorized agent of the Respondent must sign the printed copy of the form
4. The completed Form 1295 must be included with your solicitation when it is submitted to Walker County. (Scanning and emailing this form is sufficient for renewals & maintenance of solicitations)

Helpful Tips for completing Form 1295 (Please note this is not legal advice):

1. Who is the contract with – click “Other Governmental Entity”
2. Governmental Entity Name – Walker County, Texas
3. Contract ID Number – This will be the solicitation number and name as specified at the top of this document.
4. Read the Ethics Commissions definition of interested party, controlling interests and intermediary interest prior to completing this form.

Any delay in returning this form will result in delay of approval and/or award of the contract. If this form is not returned, Walker County will not proceed with the approval and/or award of the contract.

ATTACHMENT C

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date