



HISTORIC
FRANKLIN
TENNESSEE

ITEM #9
WRKS 09/11/2012

MEMORANDUM

August 31, 2012

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *ES*
Russell Truell, Assistant City Administrator / CFO
Shirley Harmon, Human Resources Director
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of contract award to Burris, Thompson & Associates of Nashville, TN in the total amount of \$45,815 for a comprehensive classification and compensation study for the City of Franklin, requisitioned by the Human Resources Department (Purchasing Office Procurement Solicitation No. 2013-002; \$50,000 budgeted in 110-82560-41650 for fiscal year 2013; Contract No. 2012-0142)

Purpose

The purpose of this procurement is to procure consulting services that would result in a comprehensive classification and compensation study for the City of Franklin. This project is periodically necessary to maintain the City's employee pay plan.

Background

The City published on June 28, 2012 a Notice to Proposers in the *Williamson Herald* soliciting sealed written proposals for a comprehensive classification and compensation study. In addition, solicitation documents were sent on or about the same date directly to eleven (11) potential proposers known or thought to be interested in this solicitation. Proposals from five (5) vendors were publicly opened at the submittal opening held on July 31, 2012. A tabulation of the proposals received for this solicitation is attached.

Financial Impact

The proposal ranked highest by the proposal evaluation team, from Burris, Thompson & Associates of Nashville, TN, is in the amount of \$45,815 for the proposed services, including market slotting job classification. The Human Resources Department budget for fiscal year 2013 allocates \$50,000 out of the General Fund for these consulting services. The proposal amount for the proposal from Burris, Thompson & Associates is \$4,185.00 (8%) under budget.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all proposals. In addition, the proposer offered two options for the comprehensive classification and compensation study – one that includes market slotting job classification and one that includes factor comparison job evaluation. Both the proposer and the proposal evaluation team recommend the option that includes market slotting job classification.

Recommendation

Staff recommends that the City accept the proposal ranked highest by the proposal evaluation team, from Burris, Thompson & Associates of Nashville, TN, in the amount of \$45,815.00 for the proposed services, including market slotting job classification. Purchasing Manager Brian Wilcox is of the opinion that the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff Department's recommendation appears to be made in a fair and impartial manner based upon the proposals received.

Tabulation of Proposals*

Purchasing Office Solicitation No.:		2013-002 (comprehensive classification and compensation study)						
Notice to Proposers published in the <i>Williamson Herald</i> on:		6/28/12						
Number of vendors that were notified of / that responded to this request for proposals:		11 / 5						
Date and time proposals due and publicly opened:		7/31/12 2:00 PM						
Present at opening of proposals:		Tracy Harness of the City of Franklin Human Resources Department; and Martha Garland and Brian Wilcox of the City of Franklin Purchasing Office						
Target meeting of BOMA at which recommendation will be considered:		9/11/12						
Proposals received from:	Proposal No.:	Description of proposal:	Does the proposal take any exceptions to the RFP?	Total quoted proposal price:	Points (out of a possible 100) allocated by proposal evaluation team, using the criteria listed in RFP:	Payment terms:	Estimated time of project completion after receipt of order:	Proposal price per unit is valid through:
Burriss, Thompson & Associates 1101 Woodvale Dr. Nashville, TN 37204-3940 Steven Thompson, Vice President 615/500-7931 stevenjthompson@comcast.net	1 of 2	comprehensive classification and compensation study, including market slotting job classification	Proposer takes no exceptions	\$45,815.00	95	net 30 days	145 days	12/31/12
	2 of 2	comprehensive classification and compensation study, including factor comparison job evaluation		\$51,236.00				
Evergreen Solutions, LLC 2852 Remington Green Circle, Suite 101 Tallahassee, FL 32308 Dr. Jeff Ling, Executive Vice President 850/383-0111 jeff@consultevergreen.com	1 of 1	comprehensive classification and compensation study	Proposer takes no exceptions	\$54,000.00	89	net 30 days	120 days	09/30/12
Fox Lawson & Associates, a division of Gallagher Benefit Services, Inc. 3121 E. San Juan Ave. P.O. Box 32985 Phoenix, AZ 85064-2985 Bruce G. Lawson, Managing Director 602/840-1010 bruce_lawson@foxlawson.com	1 of 1	comprehensive classification and compensation study	Proposer takes exception to the Confidentiality and Indemnification provisions of the RFP	\$98,000.00	79	net 30 days	180 days	12/31/12
Public Sector Personnel Consultants 3000B E. Main St., No. 246 Columbus, OH 43209 Matthew Weatherly, President 888/522-7772 mweatherly@compensationconsulting.com	1 of 1	comprehensive classification and compensation study	Proposer takes no exceptions	\$125,000.00	67	net 30 days	120-150 days	01/01/13
Waters Consulting Group, Inc., The 5050 Quorum Dr., Suite 625 Dallas, TX 75254 Betsy P. Rainville, Business Support Manager 303/670-3333 betsy@watersconsulting.com	1 of 1	comprehensive classification and compensation study	Proposer takes no exceptions	\$86,900.00	88	net 30 days	112 days	10/29/12

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded proposal is the proposal found by the proposal evaluation team to best meets the needs of the City