

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 20104

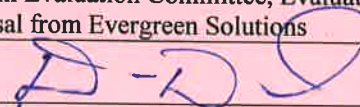

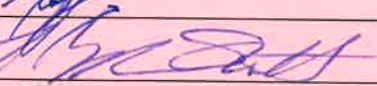
Sponsor(s): Theresa Galvin

Date: March 11, 2019

EXECUTIVE OFFICE

FEB 28 2019

<b>SUBJECT</b>	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Transferring \$70,500 within the County Improvement Fund and awarding a Contract for Compensation Study Services for use by the Human Resources Department to Evergreen Solutions, LLC of Tallahassee, FL under the terms and conditions of Request for Proposal No. 55-18.</u>																												
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$70,500.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$70,500.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$70,500.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>From:</td> <td></td> </tr> <tr> <td>County Improvement Fund – Non-Departmental – Buildings &amp; Improvements 013-5113-58020</td> <td style="text-align: right; vertical-align: bottom;">\$70,500.00</td> </tr> <tr> <td>To:</td> <td></td> </tr> <tr> <td>County Improvement Fund – Non-Departmental – Other Contractual Services 013-5113-56790</td> <td style="text-align: right; vertical-align: bottom;">\$70,500.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:                  Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____                  Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$70,500.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$70,500.00	Amount budgeted for this item * (including transfers):	\$70,500.00	Source of funding (name of fund) and account code number:		From:		County Improvement Fund – Non-Departmental – Buildings & Improvements 013-5113-58020	\$70,500.00	To:		County Improvement Fund – Non-Departmental – Other Contractual Services 013-5113-56790	\$70,500.00										
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<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): _____ Prior resolutions and (date): _____																												
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253																												
<b>REQUEST SUMMARY</b>	The Human Resources Department requires Compensation Study Services to evaluate the overall associate compensation package. The Purchasing Department issued Request for Proposal No. 55-18 in response to those requirements.  Eleven notifications were distributed and three responses were received and evaluated as follows: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Description</th> <th>CBIZ St. Louis, MO</th> <th>Evergreen Solutions Tallahassee FL</th> <th>Management Advisory Group Fairfax, VA</th> </tr> </thead> <tbody> <tr> <td>Responsiveness to RFP (10 pts)</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Proposed Method of Performance (30 pts)</td> <td style="text-align: center;">26.8</td> <td style="text-align: center;">28.6</td> <td style="text-align: center;">27.2</td> </tr> <tr> <td>Experience &amp; Qualifications (30 pts)</td> <td style="text-align: center;">18.8</td> <td style="text-align: center;">28.6</td> <td style="text-align: center;">23.2</td> </tr> <tr> <td>References (15 pts)</td> <td style="text-align: center;">14.4</td> <td style="text-align: center;">12.6</td> <td style="text-align: center;">14.2</td> </tr> <tr> <td>Pricing (15 pts)</td> <td style="text-align: center;">10</td> <td style="text-align: center;">14</td> <td style="text-align: center;">12.4</td> </tr> <tr> <td><b>Total (100 pts)</b></td> <td style="text-align: center;"><b>80</b></td> <td style="text-align: center;"><b>93.8</b></td> <td style="text-align: center;"><b>87</b></td> </tr> </tbody> </table>	Description	CBIZ St. Louis, MO	Evergreen Solutions Tallahassee FL	Management Advisory Group Fairfax, VA	Responsiveness to RFP (10 pts)	10	10	10	Proposed Method of Performance (30 pts)	26.8	28.6	27.2	Experience & Qualifications (30 pts)	18.8	28.6	23.2	References (15 pts)	14.4	12.6	14.2	Pricing (15 pts)	10	14	12.4	<b>Total (100 pts)</b>	<b>80</b>	<b>93.8</b>	<b>87</b>
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	<p>The annual pricing for Compensation Study Services as follows:</p> <table border="1"> <tr> <td>CBIZ</td> <td>\$95,000.00</td> </tr> <tr> <td>Evergreen Solutions</td> <td>\$80,500.00</td> </tr> <tr> <td>Management Advisory</td> <td>\$96,500.00</td> </tr> </table> <p>The total price submitted Evergreen Solutions was \$80,500. However, the Human Resources Department has opted not to award the service of Updating Job Descriptions for \$10,000 as part of this contract. This brings the total award amount for this contract to \$70,500.00. A price sheet from Evergreen Solutions is attached for reference purposes.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends the award of a Contract for Compensation Study Services for the Human Resources Department to Evergreen Solutions of Tallahassee, FL as the lowest and best proposal received.</p>		CBIZ	\$95,000.00	Evergreen Solutions	\$80,500.00	Management Advisory	\$96,500.00
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Evergreen Solutions	\$80,500.00							
Management Advisory	\$96,500.00							
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed N/A <input checked="" type="checkbox"/> Business License Verified <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage							
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals                      No Goals Assigned <input type="checkbox"/> VBE Goals							
ATTACHMENTS	Recommendation Memo from Evaluation Committee, Evaluation Matrices from Evaluation Committee, pertinent pages of the proposal from Evergreen Solutions							
REVIEW	Department Director: 	Date: 2/27/19						
	Finance (Budget Approval): <i>If applicable</i> 	Date: 2/28/19						
	Division Manager: 	Date: 2/28/19						
	County Counselor's Office:	Date:						

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

### Fiscal Note:


Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: February 28, 2019

RES # 20104

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b><u>013 County Improvement Fund</u></b>			
5113 Non-Departmental - Cnty Imprvmnt	58020 Buildings & Improvements	\$ 70,500	\$ -
5113 Non-Departmental - Cnty Imprvmnt	56790 Other Contractual Services		70,500
		<u>\$ 70,500</u>	<u>\$ 70,500</u>


2/28/19  
 \_\_\_\_\_  
 Budget Officer