



Legislation Text

File #: 21-927, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: June 9, 2021

COUNCIL DISTRICT(S): N/A

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a two-year consultant contract for a compensation study for the Department of Human Resources - Public Sector Personnel Consultants, Inc., most advantageous proposer of five - Not to exceed \$159,550 - Financing: Operating Carryover Fund (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This consultant contract will engage the services of a firm to develop a comprehensive compensation study for civilian pay. The study will evaluate the City's salary structures and assess if they are internally equitable, externally competitive, cost-effective, and if the salaries positively impact the City's ability to recruit and retain talent. The study will also review total compensation while giving consideration to benefits, and the City's retirement plan.

The study will also allow for an update to the current City policies designed to better regulate pay and assign salary levels which may be out of synchronization with the job market. Furthermore, the study will allow the City to address salary compression affecting employees across the organization and minimize salary inequities that may later result in legal challenges and/or morale issues.

This contract provides a new scope of services that ties in with and builds upon compensation study services previously provided to the City. The Department of Human Resources was approved Operating Carryover Funding in the FY 2019-20 End-of-Year Appropriation Ordinance to continue the integration of the Compensation Study into Workday. The consultant will provide critical expertise in rewriting and loading of current job titles into the Workday system as well as the development of new job titles where needed, implementing revised position titles and creation of an updated salary structure.

A five-member committee from the following departments reviewed and evaluated the qualifications:

- City Controller’s Office (1)
- Department of Human Resources (2)
- Department of Sanitation Services (1)
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated the cost.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 45 points
- Experience 25 points
- Overall approach and methodology 25 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$12.38; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On August 28, 2019, City Council authorized a two-year consultant contract to engage the services of a consulting firm to develop a comprehensive compensation study for the City’s civilian employees under the direction of the Department of Human Resources with Public Sector Personnel Consultants, Inc. by Resolution No. 19-1269.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
Operating Carryover Fund	\$79,775.00	\$79,775.00	\$0.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$159,550.00	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> • The Business Inclusion and Development Policy does not apply to Other Service contracts. • Public Sector Personnel Consultants, Inc. - Non-local; Workforce - 0.00% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> • Utilized for high technology procurements, insurance procurements, and other goods and services • Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications • Always involves a team evaluation • Allows for negotiation on contract terms, including price
---	---

The Office of Procurement Services received the following proposals from solicitation number BKZ21-00015244. We opened them on February 26, 2021. This consultant contract is being awarded in its entirety to the most advantageous proposer.

*Denotes successful proposer

<u>Proposers</u>	<u>Address</u>	<u>Score</u>
*Public Sector Personnel Consultants, Inc.	2824 North Power Rd. #113-486 Mesa, AZ 85215	94.50
The Segal Company (Western States), Inc. dba Segal	901 South Mopac Expwy. Building 1, Suite 300 Austin, TX 78746	73.36
Gallagher Benefit Services, Inc.	901 South Marquette Ave. Suite 1900 Minneapolis, MN 55402	44.18
Grant Thornton Public Sector LLC	1000 Wilson Blvd. Suite 1400 Arlington, VA 22209	40.53
Slalom LLC	821 2nd Ave. Suite 1900 Seattle, WA 98104	40.22

OWNER

Public Sector Personnel Consultants, Inc.

Matthew Weatherly, President