AGENDA REQUEST & STAFF REPORT
For Board Business Meeting of March 30, 2016

DATE: March 24, 2016

FROM: Danielle Fegley Human Resources Department Phone # x3154

TITLE OF AGENDA ITEM:
Consideration for Chair Signature of Document No. 2016-211, a Notice of Intent to Award Contract Letter for the Deschutes County Classification and Compensation Study for Nonreps and AFSCME positions.

PUBLIC HEARING ON THIS DATE? NO.

BACKGROUND AND POLICY IMPLICATIONS:
The last comprehensive classification study for nonrepresented employees was completed in 2005 by the Hay Group. Since that time, the County's employee population has increased, positions have changed, and the classification structure has become outdated. We recognize the importance of maintaining a meaningful classification plan reflective of today's organization as well as a competitive compensation plan. An in-depth, holistic study is needed to revisit the County's compensation philosophy, analyze the existing classification and compensation structure, standardize job descriptions, and update business policies and processes to sustain the system going forward. The project scope also includes all County AFSCME positions for similar reasons as the non-represented positions. The study is expected to take 6 to 8 months to complete and will include approximately 185 classifications (~108 non-represented classes covering 211 positions) and all AFSCME classifications (77 classes covering 411 positions).

The County's selection committee participated in the RFP process. 4 organizations responded to our RFP (Compdata, Segal Waters Consulting, AJ Gallagher & Co, JER JR Consulting LLC), and all 4 proposals were within our budgeted guidelines. 3 were selected for formal presentations and evaluation. (Compdata, Segal Waters Consulting, AJ Gallagher & Co).

After careful evaluation and discussion, the selection committee decided Segal Waters Consulting would best meet the needs of the County, given their methodology, customized approach, and extensive public and private sector experience.

FISCAL IMPLICATIONS:
A Finance/HR project fund was established in FY16 in anticipation of a Finance/HR system project and the classification and compensation study. Initial funds were allocated from the general fund into this Finance/HR project fund with a reallocation and repayment by departments starting in FY17. The total cost for the classification and compensation study is $200,000.

1/12/16
RECOMMENDATION & ACTION REQUESTED:
Chair signature of Document No. 2016-211; Authorization for the County Administrator to sign the contract with Segal Waters Consulting.

ATTENDANCE:   Danielle Fegley & Teri Lorenz

DISTRIBUTION OF DOCUMENTS:
Danielle Fegley
March 30, 2016

Sent via email & First Class Mail

RE: Project - Contract for a Classification and Compensation Study for non-represented and AFSCME positions

NOTICE OF INTENT TO AWARD CONTRACT

On February 3, 2016, the Class and Comp Selection Committee of Deschutes County, Oregon, considered proposals for the above-referenced project. The Human Resources Department determined that the successful proposer for the project was Segal Waters Consulting of Dallas, Texas.

This Notice of Intent to Award Contract is issued pursuant to Oregon Revised Statute (ORS) [specify 279B.135 for contracts other than public improvements or 279C.375 for public improvements]. A copy of this Notice is being provided to each firm or person that submitted a bid or proposal for the project. Any firm or person which believes that they are adversely affected or aggrieved by the intended award of contract set forth in this Notice may submit a written protest within seven (7) calendar days after the issuance of this Notice of Intent to Award Contract to the Board of County Commissioners of Deschutes County, Oregon, at Deschutes Services Building, 1300 NW Wall Street, Bend, Oregon 97703. The seven (7) calendar day protest period will expire at 5:00 PM on Wednesday, April 6, 2016.
Any protest must be in writing and specify any grounds upon which the protest is based. Please refer to Oregon Administrative Rules (OAR) 137-049-0450 for construction contracts or OAR 137-047-0740 for contracts other than construction. If a protest is filed, a hearing will be held at 10:00 a.m. on Wednesday, April 13, 2016 before the Board of County Commissioners of Deschutes County Oregon, acting as the Contract Review Board, in the Deschutes Services Building, 1300 NW Wall Street, Bend, Oregon 97703.

If no protest is filed within the protest period, this Notice of Intent to Award Contract becomes an Award of Contract without further action by the County unless the Board of County Commissioners for good cause, rescinds this Notice before the expiration of the protest period. The successful bidder or proposer on a Deschutes County project is required to execute four (4) copies of the Contract, which will be provided when the contract is negotiated. In addition to the execution of Contract, the contractor will be required to provide one or more certificates of insurance together with endorsements naming Deschutes County as an additional insured.

All contract copies will need to be returned to the County for execution. After all parties have signed the contract, a copy of the contract will be forwarded to you along with a notice to proceed.

If you have any questions regarding this Notice of Intent to Award Contract, or the procedures under which the County is proceeding, please contact Deschutes County Legal Counsel Bend, OR 97703, telephone (541) 388-6625 or FAX (541) 383-0496.

Sincerely,

DESCHUTES COUNTY, OREGON

Alan Unger, Chair
Board of County Commissioners

cc w/enc: Transmitted by email and First Class Mail on March 30, 2016 to all Proposers
See attached List
Contract for a Classification and Compensation Study for non-represented and AFSCME positions

Compdata Consulting
Greg Wolf
1713 East 123rd Street
Olathe, Kansas 66061
P 800.300.9570
F 800.226.0999

Gallagher Benefit Services, Inc.
Fox Lawson
Bruce Lawson
P.O. Box 32985
Phoenix, AZ 85064-2985
P 602.840.1070
F 602.840.1071

JER HR Consulting LLC
Mahesh Kumar
36 West 44 Street, Suite 707A
New York, NY 10036
P 646.453.7560