



**TOWN OF SIMSBURY, CONNECTICUT
SIMSBURY BOARD OF EDUCATION**

**Request for Proposals (RFP)
Classification and Total Compensation Study**

SUBMISSION DEADLINE: November 16, 2023 no later than 12:00 pm

SUBMISSION CONTACT AND ADDRESS:

Town Manager's Office
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
(860) 658-3230
townmanager@simsbury-ct.gov

Proposals will be accepted in electronic format only.

Purpose

The Town of Simsbury is requesting proposals from qualified classification and total compensation consulting firms to provide an in depth review of the Town's current classification and total compensation levels, as well as a recommendation for an improved classification list. This study would be for all Town positions.

Questions regarding this RFP should be directed to the Town Manager's Office at townmanager@simsbury-ct.gov. To receive consideration, all questions must be submitted by **1 PM on November 7, 2023**. A response to all relevant questions will be provided before the close of business on **November 9, 2023**, via an addendum that will be posted on the Town website at: www.simsbury-ct.gov.

Background

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 24,350. Centrally located in the heart of the New York - Boston corridor, Simsbury is an attractive and diverse suburban community. As a part of the beautiful Farmington Valley, Simsbury offers an unmatched quality of life with a traditional New England town atmosphere in a setting of rolling hills, the picturesque Farmington River and extensive trail system. Simsbury is conveniently

located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Board of Selectmen-Town Manager form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Town Manager is responsible for the establishment and maintenance of the comprehensive human resources program of the Town, in accordance with Charter section 502, relevant state and federal requirements, and best practices and merit-based principles. Components of the Human Resources program include but are not limited to: classification and compensation; employee benefits administration; employee training and development; labor relations; policy development and compliance; recruitment and retention of employees; and risk management. Specific rules and regulations governing the human resources program are set forth in the Personnel Rules, collective bargaining agreements, and other personnel policies of the Town, as amended.

The Town has approximately 160 full-time equivalent employees across approximately 110 unique job descriptions. There are six labor unions. They represent the following employees: Supervisors (14 employees), Secretarial, Clerical and Library (35 employees), Administrative and Professional employees (21 employees), Dispatchers (7 employees), Parks & Recreation and Public Works employees (45 employees), and Police (42). There are also 17 employees that are unaffiliated (non-union).

Current Classification System

The Town currently uses an internal classification and compensation system based off of collectively bargained pay grades with corresponding steps inside each grade.

SECTION I INFORMATION AND INSTRUCTIONS

1. **Submission Requirements:** Complete electronic proposals must be sent electronically to townmanager@simsbury-ct.gov with the subject line reading "Classification and Total Compensation Study - RFP". Only electronic copies will be accepted. Hard copies will not be considered. Proposals must be received in full no later than 12:00 pm, Thursday, November 16, 2023.
2. **Proposal Format:** All firms interested in this opportunity with the Town of Simsbury must provide detailed responses for each of the questions listed below.
 - a. Describe the history and organization of your firm including location.
 - b. Name the principal and other key personnel who will be fully responsible for this project. Provide a resume or brief statement of professional qualifications, related educational background and professional certifications of the personnel assigned to this account.
 - c. Provide a timeline your firm will follow to complete the study. It is expected for work to commence as soon as possible after the contract is awarded.
 - d. Describe the process you or your firm would take to analyze Simsbury's current classifications, the process you would use to see where Simsbury's classifications should

- be, and how you would go about recommending Simsbury reaches those recommendations.
- e. Describe the process you or your firm would take to analyze Simsbury's current total compensation package. The process you would use to see where changes can be made and how you would go about recommending Simsbury reaches those recommendations.
 - f. Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide a sample of reports and/or other correspondence.
 - g. Provide descriptions and contact information for three public sector organizations similar to the Town for whom you have done classification and total compensation studies before.
 - h. Provide any additional information regarding your organization or services that you feel would be beneficial in helping the Town select a consultant.
 - i. Provide a total cost estimate, including travel expenses, and a not to exceed amount for the work described in the scope of services section.
 - j. Provide a description and an example of the evaluation system you propose to use. The Town prefers a point-factor system but is open to other systems recommended by the chosen consultant.
3. **Right of Rejection and Clarification:** The Town of Simsbury reserves the right to reject any and all proposals and to request clarification of information from any proposer. The Town of Simsbury is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
 4. **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information in which the Town of Simsbury may deem as necessary to further evaluate the proposer's qualifications.
 5. **Denial of Reimbursements:** The Town of Simsbury will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
 6. **Right of Negotiation:** The Town of Simsbury reserves the right to negotiate with proposers the exact terms and conditions of the contract.
 7. **Right of Rejection of Lowest Fee Proposal:** The Town of Simsbury is under no obligation to award this project to the Proposer offering the lowest fee. Cost considerations will be made, but under no circumstance will cost be the only determining factor in accepting or declining proposals.

SECTION II

A. Scope of Services

1. Provide for a comprehensive evaluation of every full-time and part-time job, excluding seasonal positions, within the Town to determine relative worth within the

organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.

2. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
3. Establish appropriate benchmarking standards and conduct salary and benefit surveys as needed for similar positions with comparable communities that the Town of Simsbury has used in the past as required.
4. Identify potential pay compression issues and provide potential solutions.
5. Analyze and recommend changes to the present total compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.
6. Compare and analyze the Town's current operational needs to industry standards and best practices of other communities.
7. Recommend effective recruitment strategies for hard to fill, high turnover positions. Recommendations should include criteria for designating positions as hard-to-fill/critical (e.g., not being able to fill after repeated advertising, competent talent not applying, gaps in talent as compared to position needs, internal talent not available). Additionally, recommending potential opportunities for pay for performance or bonus structure.

B. Classification Study

1. Consultant to review current classification grade methodology and propose recommended strategies for the Town.
2. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
3. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (mental abilities, physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
4. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including fair Labor Standards Act (FLSA) status (exempt/non-exempt).
5. Consultant to present proposed recommendations to the Town Manager, Acting Deputy Town Manager and Employee Benefits & Human Resources Coordinator for review prior to making any final classification determinations.

6. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
7. Consultant to identify career ladders/promotional opportunities as deemed appropriate.
8. Consultant to submit recommendations for appropriate implementation measures that staff will need to take.
9. Consultant to provide a straightforward, easily understood, maintenance system that staff will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.

C. Compensation Study

1. Consultant to review current total compensation plan (salary grade levels, steps and available benefits) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the Town can strive to maintain.
3. Consultant to recommend a list of comparable communities to the Town, or may use a list of comparable communities that the Town has created.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey.
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the total compensation survey results, and the internal relationships and external equity. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to develop guidelines to assist Town staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
7. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
8. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.

9. Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
10. Consultant to conduct a compression analysis to include any recommendations for implementation.
11. Consultant to make recommendations for light duty assignments

SECTION III

The Town will provide the chosen consultant with an electronic version of all current job descriptions, pay plans, benefits and any other information the consultant requires to complete the study. The final product is expected in three (3) hard copies, and an electronic format delivered to the Acting Deputy Town Manager on a flash drive. The hard copies and electronic version will include a final report and any tables, schedules, job descriptions, salary surveys, benefit surveys and any other materials deemed part of the final report. The consultant is expected to give a presentation and copies of the final report to the Personnel Sub-Committee of the Board of Selectmen upon completion of the project. The consultant may be required to give a presentation and copies of the final report to the Board of Selectmen.