



June 10, 2019

**Request for Quote for Human Resources Consulting Services
for the Period July 1, 2019 through March 31, 2020**

Central Shenandoah Planning District Commission (CSPDC) is seeking one or more qualified independent consultants or firms to provide a Compensation Study, Job Description Assistance and Personnel Policy Review for the CSPDC and its 14 full-time and 2 part-time employees.

The CSPDC represents and serves the local governments of Augusta, Bath, Highland, Rockbridge, and Rockingham counties and the cities of Buena Vista, Harrisonburg, Lexington, Staunton and Waynesboro as well as the 11 towns within the Central Shenandoah region. A 21-member Board of representatives from each governmental subdivision oversees the activities of the CSPDC.

The CSPDC works with its member jurisdictions, communities and agencies to provide high quality planning, technical assistance and facilitation of services that address local, regional and state needs in an innovative, timely and cooperative manner. Covering everything from land use planning, transportation, water and waste water utilities, natural resource management, affordable housing, economic and community development, disaster mitigation and preparedness, agritourism to human services, the CSPDC is an invaluable asset to the quality of life for the citizens of the Central Shenandoah Valley.

For more information on the CSPDC, please visit our website at www.cspdc.org

Questions: All inquiries for information regarding this solicitation should be directed to Ms. Bonnie Riedesel, Executive Director, by email at bonnie@cspdc.org.

Due Date: Quotes will be received until June 28, 2019 up to 4:00pm. Failure to submit quotes to the correct location by the designated due date and hour will result in disqualification.

Address: Quotes should be mailed or hand delivered to: Central Shenandoah Planning District Commission attention: Ms. Bonnie Riedesel-Compensation Study, 112 MacTanly Place, Staunton, VA 24401. Email address is Bonnie@cspdc.org.

Statement of Need

The intent of the Request for Quote is to obtain fixed price quotes from a qualified consultant for the following deliverables, pricing each deliverable separately and as a group:

1. Base pay comparison survey
2. Compensation and salary survey
3. Job description
4. Review of current personnel manual and policies

Study Scope Objectives:

1. Base pay salary survey
 - a. Comparison of salaries to comparable agencies with similar population/revenue size throughout the Commonwealth, and local governments within the region and adjoining areas. The PDC will supply consultant with recent VAPDC salary surveys.
2. Compensation and salary survey
 - a. The CSPDC is interested in a recommendation for a classification system that addresses the following elements:
 - Competitiveness in the labor market and recruitment ability in existing classifications.
 - Balance needs of internal equity among the classifications.
 - Recognition and reward for employee performance, tenure and longevity.
3. Job descriptions
 - a. Provide a job description templates for the CSPDC to choose from.
 - b. Develop job descriptions for each of the PDC positions (approximately 15).
 - c. Provide recommendations for movement in the pay scale.
4. Review of the current personnel manual and policies:
 - a. Recommend changes, additions or deletions.
 - b. Recommend various types of Paid Time Off (PTO) systems and steps to implement them.
 - c. Facilitate a staff committee for the employee handbook review.

Time Requirements

The CSPDC must receive quotes by June 28, 2019 at 4:00pm EST and from the quotes submitted, CSPDC may choose two or more Offerors for further negotiation.

Study Deliverables

For all items a detailed work plan and status report at each benchmark will be required.

Item 1 and 2

- Report on findings and recommendations.
- Develop a pay classification system with ranges and steps for implementation.

Item 3

- Provide job description templates for CSPDC to choose from.
- Provide assistance in completing job descriptions for all positions.
- Recommend procedures on
 - Reclassifying jobs when functions change.
 - Promotions to new positions not currently in the organizational chart.
 - Position retirements vs job descriptions not in use.

Item 4

- Recommend changes, additions and/or deletions to the employee policies and handbook.
- Provide recommendation on benefit enhancements.
- Provide recommendation regarding PTO policies and implementation.

Quote Preparation and Submission Requirements

A. General Requirements:

1. RFQ Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original hard copy, two (2) hard copies and one (1) electronic copy submitted to:

Ms. Bonnie Riedesel, Executive Director
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401

Email: Bonnie@cspdc.org

Identify on outside of envelope: Compensation Study RFQ
RFQ Due date/Opening date and hour: June 28, 2019 at 4:00 pm

2. Quote Preparations:

a. Quote shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Executive Director (or designee) will review all quotes to ensure required information is included.

b. Quote should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis should be placed on completeness and clarity of content.

B. Specific Requirements: Quotes should be as thorough and as detailed as possible so that the CSPDC may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete quote:

1. Please provide a short narrative about your company and personnel assigned to this project.
2. Discuss your approach to each item including a work plan, general philosophy, and start and end dates. Pricing should be indicated for each item if contracted separately or as a group.
3. Please provide three (3) recent references, similar to the CSPDC, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual the CSPDC has your permission to contact.
4. Other pertinent information for CSPDC to consider.

The Central Shenandoah Planning District Commission is an equal opportunity employer.