



REQUEST FOR PROPOSALS - RFP

**COMPENSATION STUDY**

VICTORIA COUNTY, TEXAS

***(CLASSIFICATION AND COMPENSATION STUDY AND ANALYSIS)***

## NOTICE FOR PROPOSALS

Victoria County will be accepting proposals from respondents capable of entering into an agreement to **conduct a classification and compensation study and analysis**. The proposal envelope should be sealed and appropriately marked "**RFP - Compensation Study**" and delivered to the Victoria County Judge's Office at 101 N Bridge St, Room 102, Victoria, Texas 77901.

Proposals will be received through **FRIDAY, JANUARY 21, 2022, at 3:00 P.M.** and will be publicly opened, and the names of the proposers will be read on Monday, January 24, 2022, at 10:00 a.m. Proposals not delivered by this time will be returned unopened. *Victoria County is not responsible for delayed deliveries of proposals by the US Postal Service, Delivery Companies, or by interoffice mail or any other service.*

**Questions regarding this request for proposal (RFP) may be submitted to the Victoria County Judge's Office, Attn: Giani Cantu, Chief of Staff at [gcantu@vctx.org](mailto:gcantu@vctx.org) by January 4, 2022.** All questions must be submitted in writing. Telephone inquiries will not be considered. To receive an RFP packet, you may download the packet online at: [www.vctx.org](http://www.vctx.org). Copies of all questions and answers, and any addenda to supplement the RFP, will be published on the website above no later than seven days prior to the opening due date.

No statement may in any way qualify, modify, substitute or change any part of the instructions to respondents. Victoria County reserves the right to reject any and all statements, or proposals and to award this request for proposals to the proposer that offers the best value to the County, taking a weighted evaluation into consideration as set forth in this RFP.

### ADVERTISING DATES:

December 19, 2021

December 26, 2021

## **GENERAL INFORMATION:**

### **Introduction**

Victoria County is requesting proposals for consulting services to conduct a county-wide employee, not including elected officials, Classification and Compensation Study as described herein.

### **Background information**

Victoria County is located in southeastern Texas on the Coastal Plain about midway between the southern and eastern extremities of the Texas Gulf Coast. Victoria, the county's largest town, is the county seat. It is where roads converge 120 miles from Houston, 102 miles from San Antonio, 110 miles from Austin, and 75 miles from Corpus Christi; hence the town's nickname, the "Crossroads of South Texas."

Victoria County is governed by a five-member Commissioners Court operating under the County form of government. Overall, the current budget authorizes approximately 574 full-time employees and 11 part-time employees that are assigned to either exempt or non-exempt status.

Victoria County currently does not have a workable Classification and Compensation plan. The County of Victoria operates on base pay for positions and reviews each position during the budget process, including any cost of living raises. Many of the positions have been evaluated and have been reviewed and updated when necessary. Some new positions have been created and have been incorporated into the job descriptions and other positions have been eliminated. Since then we have no actual pay plan in place, inequities and compression have developed, and the criteria and weighting of various factors of the system need to be updated.

### **Goals and Objectives**

Victoria County is seeking a qualified and competent consulting firm to conduct a Classification and Compensation Study that can address inequities and wage compressions that have developed within Victoria County operations and staffing over the past decades, which may have affected the type, scope, and level of work being performed.

The County's objectives are to:

- Attract and retain qualified and quality employees;
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
- Provide salaries commensurate with assigned duties;
- Clearly outline promotional opportunities and provide recognizable compensation growth;
- Provide justifiable pay differential between individual classes; and
- Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.

## **SCOPE OF SERVICES:**

The scope of this project includes four (4) major components: (1) Review and evaluation of job descriptions of County appointed officials and employees; (2) Establishment of job classifications and structures; (3) Establishment of a compensation plan, salary structure, and appropriate compensation levels and (4) Presentation of findings and recommendations.

All work will be done with the regular involvement of the County Judge, Human Resource Department, and Auditor. Elected Officials, Department Heads, and other key personnel will be involved as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the Commissioners Court, throughout the process and upon completion of the project is also expected.

### **1. Review and evaluation of Job Descriptions**

- Provide for a comprehensive evaluation of existing job descriptions for County appointed officials and employees.
- Completion of job analysis questionnaires. Schedule meetings with elected officials and department heads to ensure understanding of job descriptions.
- Consultant to update and create job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
- Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Texas Counties as required.

### **2. Establishment of job classifications and structures**

- Review all current job classifications, confirm and recommend changes to the hierarchal order of jobs using your evaluation system.
- Consultant to review current classification grade methodology, and propose recommended strategies for the County.
- Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon the classification.
- 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).
- Consultant to present proposed recommendations to Commissioners Court for review prior to making any final classification determinations.
- Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- Consultant to identify career ladders/promotional opportunities as deemed appropriate.
- Consultant to submit recommendations for appropriate implementation measures needed.
- Consultant to provide a straightforward, easily understood, maintenance system that Human Resources Department 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.

### **3. Establishment of a compensation plan, salary structure, and appropriate compensation levels**

- Consultant to review current compensation plan (wages by department schedule) and understand current challenges in recruiting and retaining employees.
- Consultant to recommend and identify a consistent and competitive market position that the County can strive to maintain.
- Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey. (*Show similarities among Victoria County and counties of like size and area. This should include comparing factors such as population, staff and budget size, growth rate, Ad Valorem Taxable Value, tax rate, median household value, etc.*)
- Consultant to develop and conduct a comprehensive compensation and benefits survey.
- Consultant to recommend an appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- Consultant to develop guidelines to assist County 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.
- Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
- 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.
- 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.
- Consultant to provide system documentation and computer formats/software to administer compensation plan.
- Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as a market survey.
- Consultant to conduct a compression analysis to include any recommendations for implementation.

### **4. Presentation of findings and recommendations**

- Consultant to make a presentation of findings, including comparable entity information and reasoning, and all recommendations to the Commissioners' Court.
- Consultants' presentation shall include a written document identifying findings, offering recommendations, detailing job classifications and grading, a compensation plan, salary structure, and appropriate compensation levels.

- Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

**REQUEST FOR PROPOSAL TIMELINE:**

<b>EVENT</b>	<b>ANTICIPATED DEADLINE*</b>
ISSUANCE AND ADVERTISING OF RFP	<b>DECEMBER 19, 2021</b>
SUBMITTAL DEADLINE AND OPENING	<b>RECEIVE JANUARY 21, 2022 AT 3 PM OPEN JANUARY 24, 2022 AT 10 AM</b>
REVIEW AND EVALUATION OF PROPOSALS	<b>FEBRUARY 2, 2022</b>
RECOMMENDATION OF AWARD AND AUTHORIZATION TO ENTER INTO NEGOTIATIONS IN COMMISSIONERS COURT	<b>FEBRUARY 7, 2022</b>
CONTRACT NEGOTIATION AND EXECUTION	<b>TO BE DETERMINED</b>

*\*Dates may be subject to change*

**PROPOSAL FORMAT AND REQUIREMENTS:**

The respondent is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the County may request firms to answer further questions about their proposal. The County has the right to select any proposal it may choose or none at all in its sole discretion based on any requirements it chooses.

Unless otherwise directed in the Notice, all proposals should be delivered in a sealed envelope marked **RFP - Compensation Study**, within the specified time. Proposals should be prepared in accordance with the requirements of any instruction on or within the notice, RFP, or Bid Sheet.

**Proposal organization and format**

The proposal should be submitted on Letter-sized (8.5 by 11-inch) paper and bound securely. Submission must contain and be organized as shown below. Each section should be separated by tabs.

An original and four copies of the proposal must be submitted and must contain the following information:

- A cover clearly displaying the title of the RFP; and
- An introductory letter, to include name and contact information for the primary County contact for the Proposer; and

- A description of corporate qualifications and history of the firm; and
- Complete description of the study work plan and methodology including study objectives, end-products, processes, steps, and procedures; and
- References. The consultant must provide a client list of Counties or other local governments for which the firm has performed classification/compensation studies. *Please include a copy of a finished report and study done for another entity; and*
- Project timing. *Preferred delivery time of the project not to exceed more than 5 months, with project implementation to start immediately after contract execution; and*
- Any additional information which the proposer feels appropriate;
- Any attachments, addenda acknowledgments, affidavits, and required forms included within the RFP.

This request for information does not, under any circumstance, commit Victoria County to pay any costs incurred by any proposer in the submission of any qualifications and proposal. The proposer is responsible for all costs associated with any response to this request for proposal.

### **Submission of proposals**

**Six (6), one original and five hard copies, and one electronic copy** on a thumb drive of each proposal shall be submitted to the address below by the time and date set forth.

**Due Date: JANUARY 21, 2022, AT 3:00 PM**

**Submit to:** Proposal must be delivered to the Victoria County Judge's Office at 101 N Bridge St, Room 102, Victoria, Texas 77901. **Electronic proposals will NOT be accepted.**

***Late submissions will not be accepted under any circumstances. The phone system in the County Judge's Office shall be the official time of receipt. Responses received later than the due date and time will not be accepted and returned unopened.***

***Proposals received will be held unopened until January 24, 2022 at 10:00 pm and a list of proposals received will be read aloud. Presentation of and formal action on the received proposals will be considered at a future meeting of the Commissioners' Court. Proposals shall include all requirements of this RFQ to be considered. The funding source for this project will be general funds or reserve funds.***

***No proposals may be withdrawn for a period of sixty (60) days subsequent to the opening of the proposals without the consent of the County.***

If additional information is necessary to assist the Proposer in interpreting these specifications, written questions will be accepted by Giani Cantu, Chief of Staff at [gcantu@vctx.org](mailto:gcantu@vctx.org).

### **PROPOSAL EVALUATION AND SELECTION:**

#### **Proposal evaluation and scoring**

The County will use the best qualification selection process, based on qualitative considerations as well as weighted questions listed in the RFP.

An evaluation committee, which will include employees of Victoria County will review the proposals submitted and rank each based on the evaluation criteria specified below.

Responding to this RFP constitutes understanding and agreement with the methods of the following evaluation and selection criteria:

<b>CRITERIA</b>	<b>WEIGHT%</b>
QUALITY, ADEQUACY, AND ORGANIZATION OF THE PROPOSAL	25%
COUNTY EXPERIENCE OF FIRM IN CONDUCTING SIMILAR STUDIES FOR GOVERNMENTAL AGENCIES.	25%
CONTENT, TECHNICAL APPROACH, AND UNDERSTANDING OF THE SCOPE OF THIS PROJECT	30%
PROPOSED TIMELINE	20%

**Proposal selection and award**

After Victoria County staff has evaluated the proposals, a recommendation will be made to the Commissioners Court for consideration.

The selected consultant will be required to enter into an agreement for professional services with the County. The duration of this consultant agreement has not been determined. Victoria County reserves the right to negotiate with the selected Proposer to include further services not identified in this RFP.

**Right to Reject Proposals**

Victoria County reserves the right to reject any and all proposals, to waive or modify any irregularities in proposals received after prior consultation with the vendor, and Victoria County does not guarantee any contract will be awarded.

**ADDITIONAL TERMS AND CONDITIONS:**

**Proposers**

Proposers desiring additional information or interpretation must request such information or interpretation in writing as specified within this RFP. Should a proposer discover a discrepancy or an omission in the plans or specifications, he should at once notify the County so that an addendum can be issued. No explanation or interpretation other than an addendum issued by Victoria County will be considered official or binding.

**Communications**

Victoria County shall not be responsible for any verbal communication between any employees, elected or appointed officials of the County, and any potential proposer. All modifications to this solicitation must



be made in writing by an addendum to the RFP. A proposer's failure to examine relevant documents or specifications will not relieve the proposer from any obligation regarding their response to this invitation.

It is the proposers' responsibility to check the "Public Notices" on the County website for any relative documents and addendums. The County's website is [www.vctx.org](http://www.vctx.org). A link to public notices is available on the County's home page.

Upon issuance of the Request for Proposals, all communications and requests for clarification or objections shall be directed in writing to the Victoria County Judge's Office as specified within the submission of proposals section for a response, determination, and dissemination to all firms. Any communication by firms or their representatives toward other County employees is prohibited and will constitute grounds for disqualification of a proposer. A firm representative, proposer, or any other agents may not do any act or refrain from any act with the express purpose and intent of placing any Victoria County official under personal obligation to the proposer.

### **Restrictions on communication or lobbying activity**

Respondents are prohibited from directly or indirectly communicating with Victoria County employees, appointed officials, or elected officials regarding a firm's qualifications or any other matter relating to the eventual award of a contract for the services requested under this Request for Proposal. Respondents are prohibited from contacting Victoria County personnel regarding their qualifications or the award of a contract unless in response to an inquiry from a staff member after Commissioners Court has made a decision and selected a consultant. Any violation will result in immediate disqualification of the respondent from the selection process.

### **Delivery of proposals**

It is the proposer's responsibility to deliver his proposal at the proper time and proper place. The proposer must have the proposal delivered before the time set and the start of the opening of the bids. Any bids received after the time and date specified in the Notice to Proposer's will be returned unopened. Victoria County is not responsible for errors in any delivery attempt by the US Postal Service, hired courier service, UPS, Fed Ex, or any other methods of delivery.

### **Materials and services**

The Proposer warrants that services delivered to the County will meet the minimum specifications set forth therein. Proposer shall furnish all data pertinent to specifications that apply to items in the bid.

### **Conditions of conduct**

At all times any agent, officer, representative, or employee of Proposer shall be present upon property owned by Victoria County, the terms and conditions of the Drug and Alcohol Policy currently adopted by Victoria County shall be deemed applicable to such persons. Violations of terms/conditions while present on the premises owned by Victoria County shall be grounds for termination of any contract between Victoria County and the Proposer. A copy of this policy is available upon request.

### **Excluded Parties List Certification**

By submitting a proposal, the respondent certifies that it is not currently debarred from receiving contracts from any political subdivision or agency of the State of Texas and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas.

### **Errors and Omissions**

Approval by the County shall not constitute nor be deemed a release of the responsibility and liability of the Contractor, its employees, subcontractors, agents, and consultants for the accuracy and competency of their supplies, equipment, or services provided hereunder; nor shall such approval be deemed to be an assumption of such responsibility by Victoria County, their officers, agents and employees from any loss, damage, liability or expense, including reasonable attorney's fees, on account of damage to property and injuries, including death, to all persons, including employees of the Contractor or any of its consultants, which may arise from any negligent act, error or omission, on the part of the Contractor, its employees, agents, and consultants, pursuant to this contract.

### **Indemnification**

The Proposer shall defend, indemnify, and hold harmless Victoria County, their elected officials, appointed officials, or employees from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage or liability of any kind (including-without limitation-liability under any federal, state or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error, or omissions on the part of the Proposer, its agents, employees, or subcontractors, and/or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

### **Other Considerations**

The County reserves the right to consider historical information and facts, whether gained from the proposal, references, or any other source, in the evaluation process, including Respondent's past working or business relationship with the County, if any. The County further reserves the right to consider a respondent's background, personnel, experience, financial and other references, management practices, exceptions to the RFP or subsequent contract, and any working relationships, past or present, a respondent may have with its other clients.

### **Ethical standard**

No Victoria County Elected official, appointed official, or employee shall have interest in any contract resulting from a proposal.

Proposers are required by Law to complete CIQ (Conflict of Interest) forms and other forms enclosed with instruction herein. These forms must be completed and included within the submitted proposals.

Attachments:

- CIQ (Conflict of Interest form)
- B-1295 Certificate of Interested Parties
- C-HB 89 Verification form

### **Legislative Acts**

Pursuant to Texas Government Code 2252.152, contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organizations are prohibited; a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Government Code Sections 806.051, 807.051, or 2252.153.

Pursuant to Government Code 2270.002, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains written verification the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

### **Basic Safeguarding of Contractor Information Systems**

The Contractor shall apply basic safeguarding requirements and procedures to protect the Contractor's information systems whenever the information systems store, process or transmit any information, not intended for public release, which is provided by or generated for the County. This requirement does not include information provided by the County to the public or simple transactional information, such as that necessary to process payments. These requirements and procedures shall include, at a minimum, the security control requirements "reflective of actions a prudent business person would employ" which are outlined in the Federal Acquisition Regulations FAR 52.204-21(b) and codified in the Code of Federal Regulations at 48 C.F.R. § 52.204-21(b) (2016).

Contractor shall include the substance of this clause in subcontracts under this contract (including subcontracts for the acquisition of commercial items other than commercially available off-the-shelf items) in which the subcontractor may have County contract information residing in or transiting through its information system.

### **Contract**

The contract will be for an agreed-upon price, subject to the satisfactory negotiation of terms, including a price acceptable to both the County and the selected firm, and will include the scope of services included in this RFP.

### **Default**

Victoria County reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

### **Insurance requirements**

The Proposer shall procure and maintain (if awarded), at its expense during the term of this proposal, the minimum following insurance covering work performed.

**COVERAGE**

Worker's compensation

Employer's Liability

Public Liability (Bodily Injury)

Public Liability (Property Damage)

Automobile Liability (Bodily Injury)

Automobile Liability (Property Damage)

**LIMITS**

As required by Texas Law

\$500,000 for each occurrence

\$1,000,000 combined single limit

\$1,000,000 combined single limit

\$200,000 for each person

\$50,000 for each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer's compliance with this section.

**Access needed by the proposer**

All requests for information, files, and interviews of Elected Officials and/or Department Heads shall be coordinated and administrated by contacting Giani Cantu, Chief of Staff, 361-582-5871 or [gcantu@vctx.org](mailto:gcantu@vctx.org).

**Equal employment opportunity**

Attention is called to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex, or national origin.

**Sales tax**

Any invoice issued in connection with any contract award of this RFP qualifies for an exemption pursuant to the provisions of Article 20.04(F) of the Texas Limited Sales, Excise, and Use Tax Act.

**Public information notification**

Victoria County considers all materials, information, communications, and correspondence in any form from the respondents to the RFP to be non-proprietary and non-confidential and, therefore, subject to disclosure under the Texas Public Information Act (Texas Government Code 552-00-1 et seq.) after a contract is awarded. Respondents are informed that the County will abide by all statutes, court rulings, and opinions of the Texas Attorney General concerning disclosure of the RFP information. Should any part or section be considered by the Respondents to be "proprietary" or "confidential" in nature, each page or section should be designated as "Proprietary" or "Confidential." Respondents should be prepared to fully justify these exclusions to the State Attorney General's Office, should they be required to do so.

**Offer and certifications**

Submission of a proposal constitutes an offer that shall remain open and irrevocable for a period of ninety (90) days from the due date for submitting the proposal.



## **ATTACHMENTS**

**The following pages must all be completed and included in the returned proposal. Failure to do so may cause this proposal to be considered ineligible for consideration.**

**Please contact Victoria County for any questions.**

**ATTACHMENT A – CONFLICT OF INTEREST FORM (CIQ)**

**ATTACHMENT B - CERTIFICATE OF INTERESTED PARTIES  
TEXAS ETHICS COMMISSION (FORM 1295)**

Texas Government Code effective January 1, 2016 requires that a governmental entity receive a Certificate of Interested Parties Texas Ethics Commission Form 1295 before entering into a contract with Victoria County. This included new, amended, extended, or renewed contracts that meet one or both of the following criteria:

1. Requires an action or vote by the Commissioners Court
2. Has a value of at least \$1 million.

The Vendor must:

1. Go to: <https://www.ethics.state.tx.us/FiJe/> click on Form 1295 Filings, click on the click here if you do not have a user ID, and follow the instructions to set up an account. If you already have an account then you may log in and proceed with the process.
2. Submit and print a copy of the form which will contain a unique certification number
3. An authorized agent of the Respondent must sign the printed copy of the form
4. The completed Form 1295 must be included with your solicitation when it is submitted to Victoria County. (Scanning and emailing this form is sufficient for renewals & maintenance of solicitations)

**ATTACHMENT C - HOUSE BILL 89 VERIFICATION FORM**

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section I. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1. does not boycott Israel; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(2) "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly-owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

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I, \_\_\_\_\_, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestmeot.php>

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Company Name

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Signature of Authorized Official

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Title of Authorized Official

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Date