



REQUEST FOR PROPOSAL (RFP)

Mid-Columbia Libraries 2022 Compensation & Classification Study

ISSUING AGENCY:

Mid-Columbia Libraries (MCL)

RELEASED:

Friday, July 1, 2022

CLOSES:

Monday, August 1, 2022

Proposals must be received no later than 5:00 pm PST

RFP CONTACT

Mid-Columbia Libraries
Attn: RFP – 2022 Compensation & Classification Study
c/o Celina Bishop, Human Resources Director
405 S. Dayton St.
Kennewick, WA 99336

REQUEST FOR PROPOSAL (RFP)

Mid-Columbia Libraries 2022 Compensation & Classification Study

PROJECT DESCRIPTION

Mid-Columbia Libraries (MCL) invites proposals from qualified consulting firms to complete a Classification and Compensation Study. This project is a comprehensive study of existing positions, pay classifications, compensation structure and benefits.

In addition to responding to a rapidly changing labor market, our goal as an Employer is to competitively recruit and retain high-quality employees, motivate staff to excel in job performance, and structure work to provide the best service to the community; all while being good stewards of public tax dollars.

AGENCY BACKGROUND

Benton and Franklin counties jointly created Mid-Columbia Libraries (MCL) as an intercounty rural library district in 1949 to serve the residents of their unincorporated areas. Over time, the cities of Kennewick, Benton City, Connell, Mesa, and Kahlotus have annexed to the district, while the cities of Pasco, West Richland, and Prosser are served by contract. Branches are located in all of these cities (except Mesa, which is served by Rural Services), as well as in unincorporated Basin City and Eltopia. MCL also serves Adams County through contract with a branch in Othello. MCL's rural customers receive regular delivery service of books and materials by Rural Services.

As an intercounty rural library district, MCL provides its resources and services to over 255,000 residents in Benton, Franklin and Adams counties of Eastern Washington State. The mission of MCL is to enhance quality of life by providing excellence in books and services for our residents and communities. We proactively engage our customers through targeted on- and off-site programs for adults and children; we create and sustain strong reciprocal partnerships with local organizations and businesses; and we continually seek ways to be present and stay relevant in our customers' busy lives by providing new and popular materials and services in the most effective ways possible.

MCL's service area covers approximately 3,000 square miles, ranging from suburban cities to remote farming communities. MCL is supported principally by property taxes and intergovernmental service contracts.

MCL has a total of 111 employees (69 FTEs) spread out over 12 service locations. The majority of staff work at sites located within the Tri-Cities (Kennewick, Pasco and West Richland). MCL has a variety of position types which include: regular full-time, regular part-time (6 hours/week – 38 hours/week), temporary and substitute (on-call) positions. The majority of staff work in part-time roles.

MCL has one bargaining unit, represented by the Association of Federal, State, County, Municipal Employees (AFSCME) Local 2237. Contracts are bargained every three years, and the current contract is effective January 1, 2022 – December 31, 2024.

The current compensation plan was established in 2006 as a result of a full compensation and classification study performed by an outside consultant. The salary schedule consists of 11 salary grades/ 9 step pay plan for represented personnel (Appendix A). The wage scale has been adjusted annually by bargained Cost of Living Adjustment “COLA” as a result of negotiations with an effective date of January 1 each year. Formulas have varied over the years. In addition to annual adjustments, staff receive step increases on their anniversary date following the successful completion of a performance evaluation.

Non-represented management staff have banded salary ranges, and increases are determined annually based on a combination of merit and market adjustments. Pages (hourly entry level employees) are paid one rate, that is adjusted annually based on state minimum wage adjustments. Substitutes (hourly on-call staff) are paid one rate that is adjusted annually commensurate with the Union-applied COLA.

Appendices include:

- A. 2022 Union Salary Schedule
- B. 2022 Non-Union Exempt Salary Schedule
- C. 2022 Non-Union Hourly Salary Schedule
- D. Wage Increase Historical Summary
- E. Roster of Active Staff Positions
- F. Summary of Employee Benefits

MCL requests proposals from consultant firms (Consultants) with expertise (within a single firm) in providing professional consulting services detailed in the Scope of Work.

MCL has established a budget of up to \$30,000 to complete this work.

SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

July 1, 2022	RFP released
July 22, 2022	Last day for questions
August 1, 2022	Submittals due 5:00 pm PST
August 3-10, 2022	Interviews & References
August 16, 2022	Consultant selected and announced
September 1, 2022	Anticipated start date for work
December 31, 2022	Desired work completion date

SCOPE OF WORK

Mid-Columbia Libraries is seeking proposals for professional services to review the compensation and classification structure of all MCL positions and recommend possible wage adjustments that align with the MCL's compensation philosophy. Additionally, MCL is seeking an objective comparison of its benefits package and Employee/Employer cost-sharing.

The scope includes the following:

1. Work with Library staff to develop compensation philosophy.
2. Conduct a general task analysis by department, which may include interviews with department directors/managers and other key personnel and employees to determine the organizational structure and essential functions of each position.
3. Review existing job descriptions and recommend updates, as needed. Updates to include Diversity, Equity and Inclusion (DEI) performance expectations.
4. Determine recommended comparable agencies based on position; review Library staff and labor representatives for discussion.
5. Evaluate positions by ranking by analyzing pertinent market data; compare the initial ranking with that of the market's hierarchy and adjust as determined.
6. Review established pay grades and salary ranges for all classifications against comparable market data.
7. Recommend appropriate adjustments for classification(s) consistent with established compensation philosophy.
8. Determine methods and guidelines by which skill-based pay, merit increases, market adjustments, promotional increases, etc. might be made within the compensation model.
9. Analyze and provide a recommendation for incorporating a rising minimum wage into pay structure.
10. Analyze benefits, cost-sharing and leave programs from a competitive standpoint using local market data including: Health, Dental, Life/AD&D, LTD, Retirement, leave accruals (vacation/sick, annual holidays), other pertinent benefits not offered by MCL.
11. Develop conclusion indicating overall assessment of Library's competitive position using considering salary and benefit data reported as well as Library's compensation philosophy.
12. Project trend of total compensation activities for organizations surveyed and recommend options to maintain competitive position in the market.
13. Present a project plan, communication plan, costs, information needed, and resources prior to commencing the analysis.
14. Present an initial project overview (orientation meeting) and final presentation of the findings and implementation strategy to library staff and participate in communicating the project status with the MCL Project Manager as necessary.
15. A list of additional services that may be necessary or helpful in performing a more thorough analysis.

MINIMUM QUALIFICATIONS

Minimum qualifications are required for a Consultant to be eligible to submit a proposal response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by MCL without further consideration:

- Consultant must have successfully performed one contract with a public or private agency of similar size to Mid-Columbia Libraries within the last three (3) years, with services similar to those expected by the MCL for this contract.
- Preference given to respondents that have performed compensation and classification consulting services for other public libraries.

RESPONSE MATERIALS AND SUBMITTAL

The preferred method of proposal submission is electronically to the email address:

cbishop@midcolumbialibraries.org. If Consultants choose to submit via hard copy, please submit one (1) hardcopy meeting the requirements below and one (1) reproducible digital copy in pdf format delivered on digital media.

At a minimum, the submittal must contain:

1. A letter of interest, on company letterhead, signed by the firm principal with a statement of availability to complete the work.
2. Identification of Consultants, including name, address, email address and telephone number.
3. Name, title, address, and telephone of contact person during period of proposal evaluation.
4. Signature of a person authorized to bind Consultant to the terms of this proposal.
5. An itemized list including the amount and pricing of all materials and services being proposed.
6. General information about the firm's experience and capabilities in the services to be provided.
7. Firm's approach to quality control, project management and product delivery.
8. Previous project experience on similar types of work, including library work experience.
9. Experience of the staff that would be actually assigned to the project. Work experience should be specific as to the individual's actual tasks performed on other projects.
10. Ability to meet the MCL's requirements for readiness, availability and familiarity with the area upon execution of agreement, as outlined by a proposed schedule of activities.
11. Include three (3) references with a similar scope of work, with the following information: the name of the client, estimated project cost, and the name, email address, and telephone number of the contact person.

SELECTION PROCESS

Consultants will be considered based on the following 100-point scale:

CONSIDERATIONS	POINTS
Consultant’s experience in the field of compensation analysis, job description analysis, and benefit bechmarking.	20
Prior relevant projects or experience with governmental agencies of similar size	10
Previous public library work experience	5
Quality of workplan and approach	20
Readiness, availability, and ability to meet project timeline	10
A proven track record of providing quality work on time	15
Response of references	15
Meets all applicable licensing requirements	5

MCL’s Evaluation Committee will perform technical evaluations of each submittal, rank submittals, and make selection recommendations based on consensus. The Evaluation Committee will evaluate proposals and may ask a short list of Consultants to participate in an interview process. All Consultants submitting a proposal will be notified of MCL’s final selection decisions.

Proposals will be reviewed, interviews conducted (if needed) and a firm will be selected by **August 16, 2022**.

GENERAL INFORMATION

MCL reserves the right to continue with the Consultant selected or has the option to conduct a new selection process for future services beyond those services advertised above. To be considered, submittals must be received at the following address by 5:00 p.m. PST on Monday, August 1, 2022.

RFP Manager

Name: Celina Bishop, Human Resources Director
 Address: 405 S Dayton St, Kennewick WA 99336
 Phone number: (509) 737-6358
 Email: cbishop@midcolumbialibraries.org

Questions

The deadline for questions regarding the Scope of Services is July 22, 2022. Questions are to be submitted via email to Celina Bishop at cbishop@midcolumbialibraries.org.

Questions and answers will be posted to the MCL website at <https://www.midcolumbialibraries.org/news> as they are received. During preparation, direct all communications regarding this RFP to Celina Bishop. All other communication will be considered unofficial and non-binding.

MRSC Public Works Roster

Consultants are asked to become members of MRSC Public Works Roster, if not already. <https://members.mrscrosters.org/register>

Proprietary Information/Public Disclosure

Materials submitted in response to this solicitation shall become the property of MCL. Responses shall be deemed public records as defined in RCW 24.56, "Public Records Act."

Revisions to the Process

In the event it becomes necessary to revise any part of this request, addenda will be published on MCL's website at <https://www.midcolumbialibraries.org/news>.

Cost to Submit

MCL will not be liable for any costs incurred by the Respondent in preparation of a response to this RFP, in conduct of a presentation, or any activities related to responding to this RFP.

Americans with Disabilities Act

MCL complies with the Americans with Disabilities Act (ADA).

Diverse Business Inclusion Plan

MCL is committed to providing the maximum practicable opportunity for participation by diverse businesses enterprises (DBE). DBE are defined as; small-business, micro-business, mini-business, minority owned business (MBE), and women owned business (WBE), as defined in RCW 39.26.010 and veteran-owned businesses as defined in RCW 43.60A.010.

Rejection of Responses

MCL reserves the right at its sole discretion to reject any and all responses to this RFP without penalty.