

I-7 Standard Purchasing Resolution 8: Best Value Award and Budget Amendment – Classification and Compensation Study (*Introduced by: Jeanette Menig, Human Resources Director*)

Moved by Henderson
Seconded by Pennington

RESOLVED, That Troy City Council hereby **AWARDS** a contract to the firm with the highest overall ranking as a result of a best value process to *GovHR USA, LLC, of Northbrook, IL*, in the not to exceed amount of \$31,500.00 at the unit pricing contained in the bid tabulation; a copy of which is **ATTACHED** to the original Minutes of this meeting..

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** an amendment to the 2018/2019 budget for this Classification and Compensation Study in the amount of \$31,500.00.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the firms' submission of properly executed proposal and contract documents, including agreements, insurance certificates and all other specified requirements.

Resolution to Postpone I-7 Standard Purchasing Resolution 8: Best Value Award and Budget Amendment – Classification and Compensation Study to the Regular City Council Meeting of June 18, 2018

Resolution #2018-05-086
Moved by Henderson
Seconded by Pennington

RESOLVED, That Troy City Council hereby **POSTPONES** Item *I-7 Standard Purchasing Resolution 8: Best Value Award and Budget Amendment – Classification and Compensation Study* to the Regular City Council Meeting of June 18, 2018.

Yes: Henderson, Pennington
No: Abraham, Baker, Hamilton, Hodorek, Slater

MOTION FAILED

Vote on Original Resolution I-7 Standard Purchasing Resolution 8: Best Value Award and Budget Amendment – Classification and Compensation Study

CITY COUNCIL MINUTES-Draft

May 21, 2018

Resolution #2018-05-087

Moved by Hodorek

Seconded by Hamilton

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BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the firms' submission of properly executed proposal and contract documents, including agreements, insurance certificates and all other specified requirements.

Yes: All-7

No: None

MOTION CARRIED

PURCHASE/SERVICE CONTRACT

PAGE: 1 of 2

Ship To
City of Troy
Human Resources
500 W BIG BEAVER RD
TROY, MI 48084

Bill To
City of Troy
Human Resources
500 W BIG BEAVER RD
TROY, MI 48084

No: 2018-90000026
Date: 06/08/2018

FOB DESTINATION

Entered By: MaryBeth Murz

Vendor
VENDOR NO. 172756
GOVHR USA, LLC
630 DUNDEE ROAD
SUITE 130
NORTHBROOK, IL 60062

CONTRACT DESCRIPTION

Commence Date	Expiration Date	Renewal	Resolution #	Contract #	Amount
06/01/2018	09/30/2018	0 Times	2018-05-086	2018-90000026	See Below

CLASSIFICATION & COMPENSATION STUDY

Troy City Council AWARDS a Contract to GovHR USA, LLC to provide a Classification and Compensation Study for the City of Troy as per the Scope of Work and all Terms and Conditions of RFP-COT 18-07.

The Classification/Compensation Timeline shall be provided to the City for approval prior to the start of the study.

PROPOSAL COST: Fixed Fee of \$31,500.00 (\$28,500 for professional fees and \$3,000 for expenses) expenses - based on four (4) trips to the City.

PAYMENTS:

1st Payment: 40% (\$11,400) due after the initial meeting.

2nd Payment: 40% (\$11,400) due after approximately 9 weeks into the Study after delivery of the preliminary findings.

Final Payment: 20% of fees (\$5,700) plus expenses due after project completion.

City of Troy CONTACTS:

Jeanette Menig, Human Resources Director

248 680 7287; MenigJE@troymi.gov.

Lisa Burnham, Finance Manager

248 524 3412; L.Burnham@troymi.gov

Contact the above to start the Class/Comp Study.

CERTIFICATE OF INSURANCE and ENDORSEMENT shall be on file for duration of service.

CITY COUNCIL AWARD DATE: 6/4/2018.

RESOLUTION #2018-05-100

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.

2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.

3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.

4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

PURCHASE/SERVICE CONTRACT

PAGE:

2 of 2

MaryBeth Murz
Purchasing Manager

MaryBeth Murz


Opening Date: 2/1/2018
Reviewed Date: 2/1/2018

BID TABULATION
CITY OF TROY
CLASSIFICATION AND COMPENSATION STUDY

RFP-COT 18-07
Pg. 1 of 2

Vendor Name:	McGrath Human Resources	The Mercer Group, Inc.	Municipal Consulting Services LLC	GovHR USA LLC
	Wonder Lake, IL	Louisburg, NC	Brighton, MI	Northbrook, IL
Primary Proposal : The City of Troy is seeking proposals from firms to examine all current full-time non-union positions (currently 78 titles and 111 incumbents) and pay scales.				
Primary Proposal Total Cost:	\$16,290.00	\$24,950.00	\$31,200.00	\$31,500.00
Secondary Proposal: Provide data gathered from job analysis to create written job descriptions which describe the positions, duties, knowledge, skills and abilities, education and experience requirements with sufficient detail and shall also be ADA compliant regarding physical requirements.				
Secondary Proposal Total Cost:	\$7,800.00	\$85.00	\$15,600.00	\$250 each new JD (not to exceed \$12,000)
Overnight Mail Charges:	\$0.00	\$0.00	\$0.00	\$0.00
Transportation Expenses:	\$0.00	\$0.00	Mileage \$500.00	\$3,000.00
Copies:	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Questionnaire:	Y	Y	Y	Y
Terms:	none	none	as specified	none
Exceptions:	none	none	Y	none
Acknowledgement:	Y	Y	Y	Y
Forms:	Y	Y	Y	Y

ATTEST:
Enna Bachelor
Sue Riesterer
Jeanette Menig


MaryBeth Murz,
Purchasing Manager

Opening Date: 2/1/2018
Reviewed Date: 2/1/2018

BID TABULATION
CITY OF TROY
CLASSIFICATION AND COMPENSATION STUDY

RFP-COT 18-07
Pg. 2 of 2

	Springsteen Human Capital Advisors	Gallagher Benefit Services	The Segal Company (Midwest) Inc., Segal Waters Consulting
Vendor Name:	St. Paul, MN	St. Paul, MN	Washington, DC
Primary Proposal : The City of Troy is seeking proposals from firms to examine all current full-time non-union positions (currently 78 titles and 111 incumbents) and pay scales.			
Primary Proposal Total Cost:	\$33,900.00	\$60,000.00	\$60,000.00
describe the positions, duties, knowledge, skills and abilities, education and experience requirements with sufficient detail and shall also be ADA compliant regarding physical requirements.			
Secondary Proposal Total Cost:	\$11,000.00	\$7,500.00	\$30,000.00
Overnight Mail Charges:	\$0.00	\$0.00	\$0.00
Transportation Expenses:	\$0.00	\$0.00	\$0.00
Copies:	\$0.00	\$0.00	\$0.00
Vendor Questionnaire:	Y	Y	Y
Terms:	Net 30 Days	none	Net 30 Days
Exceptions:	none	Y	none
Acknowledgement:	Y	Y	Y
Forms:	Y	Y	Y

CITY OF TROY, MICHIGAN
Proposal for a Classification and Compensation Study
February 1, 2018

INTRODUCTION

The City of Troy is interested in updating its classification and compensation plan for approximately 111 employees in 78 job classifications. The updated plan will enable the City to attract and retain quality personnel with a compensation strategy that is fair and competitive, while also meeting budgetary restrictions. It is a pleasure for GovHR to provide the City of Troy with a Proposal for these services.

GovHR, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. Our organization has a staff of twenty-three consultants. The company was formed as Voorhees Associates in 2009; however, several of our Consultants also worked together previously at The PAR Group. The PAR Group was a public-sector management consulting firm in business for over 30 years

PROJECT TEAM

If selected to conduct this Study for the City of Troy, Ms. Joellen Earl, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager. Ms. Earl is currently managing Classification and Compensation Studies in McHenry, Moline and for the Greater Peoria Transit District in Illinois, and recently completed Studies for the Bloomfield Township Library in Michigan; Arlington Heights, Mount Prospect and Joliet, Illinois; and Mukwonago, Wisconsin.

Ms. Earl's contact information is:

Joellen Earl
jearl@govhrusa.com
Telephone 847-380-3238
Facsimile 866-803-1500

Ms. Earl will be assisted with employee interviews and job analysis by HR Specialist Alice Bieszczat, and GovHR Vice Presidents Jaymes Vettraino, Sarah McKee and Ryan Cotton. If the City determines that it wants GovHR to update and/or create new job descriptions, these will be done by GovHR's Compliance Manager, Judy Schmittgens. Biographies for the team members are attached as an Appendix to this proposal.

FIRM EXPERIENCE

A list of clients and the projects performed for them in the past five years is attached to this Proposal, and a complete list of clients is available on our website at www.govhrusa.com. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. All of these studies included the use of public-sector salary data. All studies included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

SCOPE OF WORK

To accomplish the City's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified several areas where we will need the City's input/assistance.

I. Meetings, Salary Survey and Job Analysis.

- **Study preparation and project meetings.**

Meet with City of Troy representatives via conference call (or in person, if desired, for an additional fee/see Cost page) to discuss study methods, review organizational charts, personnel rules and regulations, and the current classification and pay plans. Determine problem areas, answer questions, and review the scope and schedule of work. GovHR will require copies of any pay plans, the current personnel manual, current job descriptions, and any other relevant information related to salaries.

- **Establishing comparables – public and private sector.**

DELIVERABLE: Group of Comparable Communities and Private Sector Companies

Public Sector

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City.

In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to the City of Troy.

Private Sector

The Consultant understands that the City would also like to survey private sector industries for some positions. While GovHR is happy to accommodate the Client, it is our experience that obtaining salary data from private employers is extremely difficult to secure. Unlike public employers, a private employer's salary information is not part of the public record and they are under no obligation to share this with others. We have found that even after many attempts to get the data, we may be unsuccessful. It should also be noted that private sector data may only be available as aggregate data and not employer or job description specific. Additionally, the data may not be current. That being

said, our methodology for surveying private sector employers would be, with the assistance of City representatives, to select three to five major employers in the Troy area that would have some "like" positions (up to 10) for comparability purposes (e.g., clerical, human resources, IT). We would then design and send out a separate survey for this group and make one follow up contact to secure salary data.

- **Employee Kickoff Meeting (1st trip).**

DELIVERABLE: Employee understanding of Study purpose and process

Shortly after the initial project meeting with the City representative(s), the Project Manager will meet with employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary surveys.**

DELIVERABLE: Salary Survey

Design and send out the salary survey (under City letterhead) to gather salary data for benchmark classifications in the comparable communities. The Consulting Team will work with City representatives to select about 30 - 35 benchmark classifications from the City's classifications covered in the Study (78). These classifications will be chosen on the criteria of those that are most common in all entities and that cover all the various pay grades in the City. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for "like" positions in the comparable entities.

Note: While GovHR will prepare all the materials to be sent out for the salary survey, we have found that sending out the survey under the Client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those entities that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (2nd trip).**

DELIVERABLE: New Job Classifications

Upon return of the JAQs by the City, GovHR will perform the following:

- Read each JAQ (up to 111) and corresponding Job Description (78), in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring

that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with City representatives, and revise as necessary.

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each entity on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.
- Using the data from the salary surveys, the Consultants will work with the City to determine the City's policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 73 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan, with recommendations for a specific performance-oriented program with respect to salary advancement

through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

- The Draft and Final Reports will address any issues of concern to the City, such as salary compression between supervisors and subordinates, policies for employees whose base salaries exceed existing maximums in their pay range, and the financial impact to the City in implementing recommendations of the Study.

III. Progress Reports

The Consultants will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with key City staff via conference call (or in person, if desired, for an additional fee/see Cost page) to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation.

DELIVERABLE: Draft and Final Report

- A draft report will be prepared by the Consultants and sent electronically to the City that includes:
 - an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
- Once the City representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the City.

V. Presentation of Findings (3rd Trip).

Make a presentation of findings of the Study to the City Council.

DRAFT PROJECT SCHEDULE

GovHR is available to start this project within two weeks of acceptance of the proposal. A project of this size would normally take between a 90 and 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with City Representatives (via conference call) to discuss Study

methodology and expectations.

- Week 2: Conduct employee meetings; hand out JAQs and explain the purpose of Study and the process; prepare and distribute salary surveys to comparable communities.
- Week 3 to 5: Return of JAQs and salary surveys.
- Week 6: Reading of JAQs and job descriptions.
- Week 7: Return with Consultant Team to interview employees.
- Week 8 to 9: Analyze data; prepare new classification and compensation plans; send draft findings to Troy.
- Week 10: Receive return comments from the City.
- Week 11: Meet with key City representatives (via conference call) to review preliminary findings.
- Week 12: Prepare Draft Report and send to Troy; receive return comments.
- Week 13: Prepare Final Report.
- Week 14: Present Final Report to City Council, and other groups of employees as requested.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

COST OF SERVICES

The cost of the services described in our proposal is based on the time of our professional and support staff to complete it, as well as travel/transportation costs and miscellaneous expenses such as report reproduction, postage and supply expenses. We estimate the maximum cost of the project based on the above factors and propose a not-to-exceed fee inclusive of expenses. It is expected that the City will provide office and/or conference room space, access to a telephone, and photocopying/printing support while our staff is in residence.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be **\$31,500 (\$28,500 for professional fees and \$3,000 for expenses – based on four [4] trips to the City)** and will agree to complete the study for this **fixed fee of \$31,500**. We have listed the cost of our professional fee for each study component below. Payment terms are 40% (\$11,400) due after the initial meeting, 40% (\$11,400) due approximately 9 weeks into the Study after delivery of the preliminary findings, and the remaining 20 % of fees (\$5,700) plus expenses due after project completion. Invoices will be submitted and are payable within 30 days, after which a 2% monthly charge will be added.

Study Phase Breakdown	Hour Breakdown	Cost
I. Meetings, Salary Survey, Job Analysis		
• Study preparation and project meeting (via conference call*)	4 hours	\$500
• Employee kickoff meetings (1 st trip/Project Manager)	12 hours	\$1,500
• Prepare and send out salary surveys		
➢ public sector	8 hours	\$1,000
➢ private sector	4 hours	\$500
• Job description and classification plan analysis		
➢ reading of up to 111 JAQs/78 JDs	8 hours	\$1,000
➢ employee interviews (2 nd trip/Consultant Team)	74 hours	\$9,250
➢ analyzing data and establishing classes	16 hours	\$2,000
➢ assigning of skill levels	12 hours	\$1,500
➢ review and evaluation of preliminary analysis with City representatives	8 hours	\$1,000
II. Salary Survey Analysis		
• Analyzing salary survey data		
➢ public sector	20 hours	\$2,500
➢ private sector	6 hours	\$750
• Establishing new salary schedules	12 hours	\$1,500
III. Review job evaluation results and salary survey data with City Representatives (Project Manager/3rd trip)	12 hours	\$1,500
IV. Draft and Final Report Preparation		
• Writing draft report	16 hours	\$2,000
• Final report	4 hours	\$500
V. Presentation of Findings (4th trip/Project Manager)	12 hours	\$1,500
<u>PROJECT HOUR AND COST TOTAL</u>	<u>228 HOURS</u>	<u>\$28,500</u> <u>plus</u> <u>expenses</u>

NOTE: If the City of Troy accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

- **Progress Reports** – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.
- **Additional Site Visits** – In an attempt to keep expenses to a minimum, the Consultant has proposed only 4 in-person meetings, and several others via conference call. If the City chooses to have the Consultants make any additional on-site visit to present the findings of the Study to employees, or any other additional on-site meetings (including those designated above as

conference calls*), there would be an additional cost of \$1,200 for professional fees and expenses per visit. The Consultant will make every effort to keep costs to a minimum, and if it can combine in-person visits with travel to other clients in the area, Consultant will reduce the expenses charged to Troy by the proportionate amounts.

- **Job Description Updates:** GovHR will provide recommendations to the City regarding suggested modifications to existing job descriptions to include essential job functions and compliance with applicable State and Federal law. If the City wants GovHR to update the job descriptions, the cost is \$150 per JD update and \$250 for creation of any new job descriptions.
- **Additional Work:** Any additional work or services requested that are not addressed in the Cost Proposal will be billed at the rate of \$125/Hour.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Troy is of the highest caliber and qualifications. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the City of Troy.

Sincerely,



Joellen C. Earl
Co-Owner, GovHR USA, LLC

Attachments: Consultant Biographies
Project List

Enclosures: Work Samples (Plainfield, Illinois Final Report, Job Analysis Questionnaire, Employee Letter and Salary Survey)

APPENDIX A – CONSULTANT BIOGRAPHIES

Joellen C. Earl

Co-Owner, GovHR USA, LLC

President/Co-owner – GovTempsUSA

Joellen Earl is the Co-Owner of GovHR USA, LLC, a company that combines Voorhees Associates, LLC and GovTempsUSA, LLC. GovHR USA focuses on recruitment, interim staffing, management and human resources consulting and professional development. Prior to creating GovHR USA, Ms. Earl founded GovTempsUSA along with Ms. Heidi Voorhees. She has managed the day-to-day operations of the interim staffing firm since its inception in 2011 and has overseen numerous human resources studies, recruitments and related projects.

Ms. Earl is currently serving as the Project Manager on Classification and Compensation Studies in Moline, McHenry, and the Greater Peoria Transit District in Illinois. She recently completed Studies for the Bloomfield Public Library in Michigan; Joliet, Arlington Heights, Mount Prospect and Round lake, Illinois; and in Mukwonago, Wisconsin.

Ms. Earl is regarded for the commitment and dedication she has shown in her service to local government over her twenty-four year career. She is a seasoned manager, with expertise in public sector human resources management. She has worked in three states: Massachusetts, North Carolina and Illinois; and in six jurisdictions, with populations ranging from 15,000 to 150,000: Holden, Northborough, Yarmouth and Barnstable, Massachusetts; Catawba County, North Carolina; and Evanston, Illinois. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

One of Ms. Earl's significant abilities is to think and act strategically. She has the proven ability to start with a conceptual idea, identify stakeholders, develop a scope of work, supervise the agreed upon process, and deliver desired outcomes.

In addition, she is adept at assessing service delivery, identifying efficiencies and areas of opportunities and implementing recommendations. In Evanston, she took a newly formed department of Administrative Services and improved operations in all areas: Finance, Human Resources, Information Technology and Parking Operations, with a 30% reduction in staff.

Ms. Earl holds an undergraduate degree in Economics from Worcester State College in Worcester and a Master of Public Administration degree from Northeastern University in Boston, MA. She is a proponent of continuing education and continuous learning. She attended the Senior Executive Institute, Leading, Educating and Developing (LEAD) Program, at the University of Virginia's Weldon Cooper Center for Public Service in 2008.

Ms. Earl has valued her professional affiliations throughout her career and has been privileged to serve on numerous local, state and national committees. A highlight was serving on the International City/County Management Association (ICMA) Executive Board from 2001 to 2003. Ms. Earl is married, has two children and is active in her children's schools and church community.

Alice Bieszczat

Associate Vice-President/Human Resources Specialist
GovHR USA, LLC

Alice Bieszczat joined Voorhees Associates in early 2013 and brings almost 20 years of experience spanning the private, non-profit and public sectors to the organization. Ms. Bieszczat has a Master's Degree in Public Service Management and a Bachelor of Science Degree in Mathematics, both from DePaul University. In addition, she has provided human resources consulting services for both Voorhees Associates and The PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center and the Archdiocese of Milwaukee.

Ms. Bieszczat's most recent consulting assignments for GovHR have included Classification and Compensation Studies in Illinois, Wisconsin, Iowa and Indiana. She has served as the Project Manager for Classification and Compensation Studies in Wisconsin, including the Algoma Sanitary District, Waukesha, Cross Plains, Evansville, New Berlin and Berlin; for Illinois, in Des Plaines, Sterling and Dixon; and in Burlington, Iowa. She also assisted with numerous studies including those for Munster, Indiana; New Lenox, Richton Park and Villa Park in Illinois; and the Baraboo District Ambulance Service in Wisconsin.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure, she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the *New York Times*, *Atlantic Cities* and *Planning Magazine*. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

Jaymes Vettraino

Vice President
GovHR USA, LLC

Jaymes Vettraino provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, class and compensation studies, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes also had the chance to be the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

In 2015, Jaymes joined Rochester College (Rochester Hills, MI) as its first Director of the Center for Social Entrepreneurship, where he is accelerating the College's development of students that have a passion for working in

the social and community service sector. He is also a Adjunct Professor at Oakland University (Rochester, MI) where he teach Public Budgeting in the University's Masters of Public Relations Program. While in Pennsylvania, Jaymes served as an Adjunct Professor at Alvernia College (Reading, PA).

Jaymes is married to Lynne and they have two children, Lia and J.J. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI). Over his career Jaymes has been recognized by his peers and public service agencies for the work he has done in the public sector, including being selected as one of "Oakland County's Elite 40 Under 40" and honored by the Michigan Municipal League with its "Outstanding Service Award."

Recent projects include:

Bloomfield Township Public Library – Classification and Compensation Study
Kent County – Executive Search, County Administrator/Controller
City of Rochester Hills – Office of the Mayor, Consulting and Recruiting Services
Grand Traverse County – Executive Search, County Administrator/Controller
Village of Oxford – Interim Management and Project Facilitation

Sarah McKee

Vice President
GovHR USA

Sarah McKee has extensive experience as a local government manager and in non-profit management. She has conducted recruitments for a variety of positions including, City Manager/Administrator, Public Works Director, Fire Chief, Human Resource Director, Building Director, Bridge and Road Director and non-profit Executive Director in various states including Illinois, Indiana, West Virginia and Colorado. She has also been involved in studies related to organizational structure/development and strategic planning.

Sarah has been a manager in Johnstown, OH (5,500) and Rolling Meadows, IL (25,000). While managing in Johnstown, the community saw a 20 percent growth in residential and commercial and Sarah was instrumental in establishing their first comprehensive plan as well as a downtown revitalization plan. She was also expanded their industrial park after the park experienced maximum capacity. During her administration, she successfully acquired various grants for community park renovations and led the community through the Main Street application process.

During the recession of 2008, she led Rolling Meadows through a workforce reduction which also included an early incentive retirement program as well as a successful re-negotiation of police and fire contracts for additional cost savings to the City. Additionally, she developed a retention and expansion program for the community's commercial and industrial businesses and attracted additional employers to their corporate centers. During her tenure, she was able to attract several new businesses to the area including expansion of several large employers.

Sarah also has extensive experience in Public Works Administration. Having served as a solid waste and fleet superintendent prior to being a public works director, she is known for several innovative ideas that have saved millions of dollars in local governments. While serving as the solid waste superintendent in Paducah, KY, she created the first biosolids waste composting facility in the state. In its first year of operation, the City saved approximately \$1M dollars in landfill costs through the diversion of biosolids and yard waste.

Ms. McKee has conducted various in-house compensation and classification studies including a complete analysis of the Paducah Public Works Department while the City was in arbitration and mediation with the representing Union. Using her thorough knowledge of public works (including water and wastewater), she has been able to add a degree of hands-on experience to our studies as well as our recruitments.

Ms. McKee holds a Master's Degree in Public Administration with an emphasis in organizational management and a Bachelor of Science degree in Business Administration with an emphasis in Management from Murray State University, Murray, KY.

Ryan Cotton
Vice President
GovHR USA, LLC

Ryan Cotton recently joined GovHR as Vice President, and has over 35 years of experience as a local government management professional in four communities in two states including Montpelier, Vermont and Grand Haven, Spring Lake and Holland, Michigan.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. New intergovernmental cooperation and automatic emergency service agreements improved public safety. New at-risk youth and community police programs were initiated that helped reduce juvenile crime by 57%. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, Mr. Cotton supervised and strengthened the joint Police Department for Spring Lake and Ferrysburg that led to major Police Department and Village Hall renovations. New intergovernmental agreements with Spring Lake Township and City of Grand Haven resulted in shared and expanded services. Capital project grant financing, fiscal efficiencies, increased service demands, and brownfield redevelopment were a focus in each community. Significant water, sewer, street, and other capital asset projects were completed, as well as blighted and obsolete buildings removed via new commercial development from a variety of economic development tools. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans. His tenure also included building regional and state agency consensus for a multi-community connector path across the Grand River.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton achieved voter approval of \$12 million in bonds and grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building.

In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services such as central dispatch, electric and municipal utilities, and was appointed to statewide boards, including the Michigan and Vermont municipal executive boards. Mr. Cotton also assisted the City Managers of Lake Forest, Illinois and Upper Arlington, Ohio in his early career.

Mr. Cotton holds a Bachelor's and Master's degree in Public Administration from Miami University of Ohio and the University of Kansas respectively, as well as a Masters in Political Science from Western Michigan University. He served on several accreditation teams for the National Association of Schools of Public Administration (NASPAA). Mr. Cotton currently teaches public administration and political science courses at Grand Valley State University in their Bachelor's and Master's programs including strategic management, organizational dynamics and local politics.

Judith M. Schmittgens
Compliance and Client Relations Manager

GovHR USA

Judy Schmittgens joined the Company in 2013 as the Compliance and Client Relations Manager for GovHR. She handles the company's licensing and certification requirements, monitors legislation pertinent to the company's business operations, and maintains the corporate records. She also assists with drafting proposals for classification and compensation studies and other business procurement opportunities, and has assisted with employee meetings and interviews for studies in Arlington Heights, Elmhurst Park District, Glencoe, Plainfield, Romeoville, Richton Park, Round Lake, Villa Park, Dixon and Sterling, Illinois; Eastham, Massachusetts, Windsor, Connecticut; and in Cross Plains, Franklin and Waukesha, Wisconsin. Ms. Schmittgens is responsible for reviewing job descriptions for legal compliance, and has performed job description updates and FLSA status review for numerous municipalities.

Ms. Schmittgens is an Illinois licensed attorney and has been in private practice for the past eighteen years. Prior to that, she was the Senior Counsel and Manager of Government Affairs for Interstate National Corporation (a division of Fireman's Fund Insurance Company), where she was responsible for contract and policy review, company and agent licensing, and litigation management.

Ms. Schmittgens received her law degree from Indiana University and her Bachelor's Degree in Political Science from Illinois State University.

APPENDIX B – STUDIES LIST

GovHR CURRENT AND COMPLETED PROJECT LIST (5-YEAR HISTORY)		
Client	Study	Year Completed
Baraboo, Wisconsin	Compensation	In progress
ILCMA	Strategic Plan	In progress
Greater Peoria Mass Transit Dist., Illinois	Classification and Compensation	In progress
Lincolnwood, Illinois	Police Department Analysis	In progress
McHenry, Illinois	Classification and Compensation	In progress
Moline, Illinois	Classification and Compensation	In progress
South Milwaukee, WI	Streets Department Study	In progress
Arlington Heights, Illinois	Classification and Compensation	2017
Bloomfield Township Library	Classification and Compensation, Job Descriptions	2017
Elmhurst Park District	Classification and Compensation	2017
Geneva, Illinois	Organizational Analysis	2017
Joliet, Illinois	Classification and Compensation	2017
Lexington, Massachusetts	Classification and Compensation	2017
Morton Grove, Illinois	Executive Coaching and Strategic Plan	2017
Mukwonago, Wisconsin	Classification and Compensation	2017
Mount Prospect, Illinois	Classification and Compensation	2017
Needham, Massachusetts	Compensation	2017
Oak Park Township	HR Needs Assessment	2017
Palatine Park District	Classification and Compensation	2017
Park District of Oak Park, Illinois	Compensation	2017
Rantoul, Illinois	Classification and Compensation	2017
Round Lake, Illinois	Classification and Compensation	2017
St. John, Indiana	Police & Fire Staffing Analysis	2017
Weston, Massachusetts	Classification and Compensation	2017
Windsor, Connecticut	Classification and Compensation	2017
Algoma Sanitary District	Compensation	2016
Burlington, Iowa	Classification and Compensation	2016
Des Plaines, Illinois	Classification and Compensation	2016
Eastham, Massachusetts	Classification and Compensation	2016
Geneseo Park District, Illinois	Strategic Plan	2016
Glencoe, Illinois	Classification and Compensation	2016
Machesney Park, Illinois	Compensation, Job Descriptions	2016
New Berlin, Wisconsin	Classification and Compensation	2016
Niles, Illinois	Compensation	2016
Pekin, Illinois	Organizational Analysis	2016
Plainfield, Illinois	Classification and Compensation	2016
Rantoul, Illinois	Classification and Compensation	2016
Riverside/ North Riverside, Illinois	Dispatch Consolidation Project	2016
South Barrington, Illinois	Classification and Compensation	2016
South Barrington, Illinois	Police Staffing Analysis	2016

Winnetka Park District, Illinois	Strategic Plan	2016
Berlin, Wisconsin	Classification and Compensation	2015
Dixon, Illinois	Classification and Compensation	2015
Evansville, Wisconsin	Compensation	2015
Franklin Park, Illinois	Compensation	2015
Franklin, Wisconsin	Classification and Compensation	2015
Munster, Indiana	Classification and Compensation, Job Descriptions	2015
Oregon, Illinois	Compensation and Benefits	2015
Oshkosh, Wisconsin	Public Works Department Analysis	2015
Park District of Highland Park, Illinois	Classification and Compensation	2015
Plymouth, Wisconsin	Recreational Services Analysis	2015
Portage, Wisconsin	Organizational Analysis	2015
Romeoville, Illinois	Classification and Compensation, Staffing Analysis	2015
Schiller Park, Illinois	Police Department Analysis	2015
Southborough, Massachusetts	Classification and Compensation	2015
Sterling, Illinois	Classification and Compensation	2015
Vernon Hills	Public Works Department Analysis	2015
Waukesha, Wisconsin	Classification and Compensation, Job Descriptions	2015
Waupaca, Wisconsin	Job Descriptions	2015
Westmont, Illinois	Compensation	2015
Baraboo District Ambulance Service, Wisconsin	Compensation	2014
Carpentersville, Illinois	HR Analysis	2014
Crest Hill, Illinois	Classification and Compensation	2014
Cross Plains, Wisconsin	Classification and Compensation, Job Descriptions	2014
Eau Claire, Wisconsin	Strategic Plan	2014
Hainesville, Illinois	Classification and Compensation, Job Descriptions	2014
Lodi Utilities, Wisconsin	Classification and Compensation	2014
Lodi, Wisconsin	Classification and Compensation	2014
Richton Park, Illinois	Classification and Compensation, Job Descriptions	2014
Wood Dale Park District, Wood Dale, Illinois	Classification and Compensation	2014
Wood Dale, Illinois	Organizational Assessment	2014



Request for Proposal
Classification and Compensation Study - Vendor Questionnaire (*continued*)
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THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Firm Representative: _____

A handwritten signature in dark ink, appearing to read "J Earl", written over a horizontal line.

Title of Authorized Firm Representative: _____

Chief Executive Officer

Representative's Name: _____ Joellen C. Earl

Firm Name: _____ GovHR USA LLC ^(print)

Address: _____ 630 Dundee Road, Suite 130, Northbrook, IL 60062

Phone Number: _____ 847-380-3238

Fax Number: _____ 866-803-1500

E-mail: _____ jearl@govhrusa.com

Date: _____ 1-31-18



Request for Proposal
Confidential Pricing
Page 12 of 13

CONFIDENTIAL PRICING

Provide a complete Cost Proposal and detail the cost of the Primary Proposal and Secondary Proposal as detailed on the pricing form below. Clearly define any/all applicable relative direct and indirect costs.

Prices quoted shall remain firm for 60 days or bid award whichever comes first except the successful proposer whose prices shall remain firm for the entire contract period.

Primary Proposal Cost: \$ 31,500 (including expenses)

Secondary Proposal Cost: \$ 150 per JD update; \$250 for each new JD (not to exceed \$12,000)

Identify how travel time is handled and invoiced.
Travel time is not charged to the client.

Reimbursable Expenses

Overnight mail charges	\$	
Transportation expenses	\$	3,000
Copies	\$	
	\$	
	\$	
	\$	
	\$	

FIRM NAME: GovHR USA LLC

SIGNATURE/DATE: *Jme* 1/30/18



Request for Proposal
Classification and Compensation Study
Page 13 of 13

SIGNATURE PAGE

PRICES

Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm from date of award through successful completion of all specified requirements of this contract.

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: _____

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

FIRM: GovHR USA LLC

ADDRESS: 630 Dundee Rd., #130 CITY Northbrook STATE IL ZIP 60062

TELEPHONE NUMBER (847) 380-3238 FAX NUMBER (866) 803-1500

REPRESENTATIVE'S NAME Joellen C. Earl

(Print)

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: _____

TERMS: _____ EMAIL: jearl@govhrusa.com

COMPLETION: AS SPECIFIED IN BID REQUIREMENTS.

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

None

ACKNOWLEDGEMENT: I, Joellen C. Earl, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE: _____

IMPORTANT: All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know" Law**.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A ^{LLC} **Corporation** duly organized and doing business under the laws of the State of Illinois
for whom Joellen C. Earl, bearing the office title of Chief Executive Officer,
whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

N/A

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

N/A



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

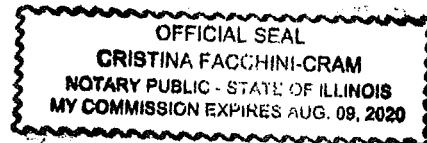
TO WHOM IT MAY CONCERN:

Joellen C. Earl, being duly sworn deposed, says that he/she
(Print Full Name)

is Chief Executive Officer. The party making the foregoing proposal or bid,
(State Official Capacity in Company)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

[Signature]
SIGNATURE OF PERSON SUBMITTING BID



[Signature]
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 30 day of January, 2018 in and for Cook
County.

My commission expires:

August 9 2020



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

☒ **I am able to certify to the above statements.**

GovHR USA LLC

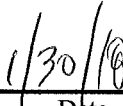
Name of Agency/Company/Company (Please Print)

Joellen C. Earl

Name and title of authorized representative (Please Print)



Signature of authorized representative



Date

☐ **I am unable to certify to the above statements. Attached is my explanation.**



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

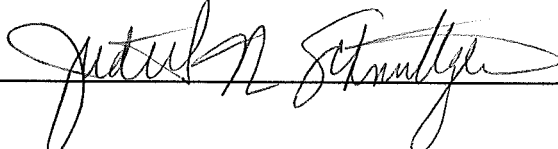
Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	
Legal Name	GovHR USA LLC
Street Address	630 Dundee Road, Suite 130
City	Northbrook
State, Zip	Illinois 60062
Corporate I.D. Number/State	Illinois
Taxpayer I.D. #	27-0598897

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: 

Printed Name of Vendor's Authorized Agent: Joellen C. Earl

Witness Signature: 

Printed Name of Witness: Judith M. Schmittgens



**STATEMENT OF NO BID
CITY OF TROY**

N/A

BID NUMBER: RFP-COT 18-07
TITLE: Classification and Compensation Study

Please Send or Fax To:

City of Troy Purchasing Department
500 W. Big Beaver Rd.
Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
<input type="checkbox"/>	Our firm does not handle the type of product / service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our firm is not interested in bidding at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability Issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our firm's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below

REMARKS:

FIRM INFORMATION:

Please retain _____ on the bid list for the item described above.

(FIRM NAME)

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:

TITLE:

FIRM:

ADDRESS:

FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE:

To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results – www.mitn.info



Request for Proposals
Classification and Compensation Study
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VENDOR QUESTIONNAIRE

DATE: 01/31/2018
Month/Date/Year

FIRM NAME: GovHR USA LLC

OFFICE LOCATION that will service the Account: Northbrook, Illinois

OTHER LOCATIONS, if any: Two of our Michigan Consultants will assist with employee interviews.

FIRM ESTABLISHED: February 19 / 2009 STATE: IL Years in Business in Michigan: N/A

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other LLC

1. **How many years has your Firm been providing job classification and compensation services? Provide historical narrative.** Ms. Earl first managed a classification and compensation study in the mid-1990s when she worked for the Town of Yarmouth. GovHR Consultants have experience providing classification and compensation services as early as 2001, when several of them worked for The PAR Group. GovHR's predecessor company, Voorhees Associates, has been conducting classification and compensation studies since 2010. Voorhees Associates changed its name to GovHR in 2013, and since that time GovHR has conducted more than 50 classification and compensation studies

2. **Describe your Firm's philosophy relative to classification and compensation plans, specifically for public sector employers.**

Our firm's Classification and Compensation philosophy embraces a professional process of integrity, trust and respect toward all parties involved, and complete commitment toward meeting the expressed needs and expectations of our client. All of our services are handled by skilled professionals who have established and well-regarded reputations in the field of Classification and Compensation, as well as actual operating experience in public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Our process includes assistance during the entire Study, and availability to our client for one year following completion of the Study.

GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability or age when performing a classification analysis.

3. **List a sample of similar clients (i.e. public sector, local municipalities, others) to whom your firm has provided classification and compensation services? Explain the capacity of the services provided and dates.**

GovHR works exclusively in the public sector, and has conducted more than 50 classification and compensation studies in the past five years. Many of these Studies included updates to job descriptions, FLSA review and recommendations, and staffing analysis. A list of these studies is included with this Proposal. Recent clients include the Bloomfield Township Library in Michigan; Joliet, Round Lake, Arlington Heights, Moline and Mount Prospect in Illinois; Weston, Eastham, Needham and Lexington, Massachusetts; Windsor, Connecticut; and Baraboo and Mukwonago in Wisconsin



Request for Proposals

Classification and Compensation Study - Vendor Questionnaire (*continued*)

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4. **Provide experience and qualifications of project lead and other personnel who may be assigned to the project. Include name and position title, total years experience with current firm and other education, certifications, summary of pertinent experience and qualifications and other information regarding experience that would assist the City in determining the qualifications of the individuals and their ability to complete the services needed.**

GovHR Chief Executive Office Joellen Earl will be the Project Manager. She has managed a majority of the classification and compensation studies performed by GovHR, all of which have been successfully implemented by the client. Ms. Earl joined Ms. Voorhees (Voorhees Associates) in 2011, and changed the name of the firm to GovHR USA in 2013. Ms. Earl will be assisted with employee interviews and analysis by GovHR Vice Presidents Alice Bieszczat, Jaymes Vettraino and Ryan Cotton. Mr. Vettraino and Mr. Cotton joined GovHR in 2017, after having each served long careers as City Managers in Michigan. Ms Bieszczat joined GovHR in 2013, and has participated in classification and compensation studies in Illinois, Indiana, Iowa, Michigan, Massachussetts and Michigan. Biographies for each of the Consultants are included.

5. **Professional References – please list at least three clients with whom you have provided Legal Services for, within the past five (5) years that are similar in scope to the type of work described in this proposal. Contact names and the listed information are to be provided.**

Entity Name	Address	Contact Name	Phone Number	E-Mail
Joliet	150 W. Jefferson St., Joliet, IL 60432	Marty Shanahan	815-724-3805	mshanahan@jolietcity.org
Arlington Heights	33 S. Arlington Height Rd., AH, IL	Mary Rath	847-368-5000	mrath@vah.com
Mount Prospect	50 S. Emerson St., Mt. Prospect, IL	Joan Bokina	847-392-6000	jbokina@mountprospect.org
Eastham	2500 State Highway, Eastham, MA 02642	Jaqueline Beebe	508-240-5900	jbeebe@eastham-ma.gov
Southborough	17 Common Street, Southborough, MA 01772	Vanessa Hale	508-485-0710	vhale@southboroughmass.com

6. **Describe process employed to gather data from incumbents and the involvement needed from Executive Management, Human Resources staff or other managers/supervisors.**

The Project Manager will meet with the employees to explain the scope of the Study and distribute Job Analysis Questionnaires (JAQ). Employees will be allowed 2 weeks to complete the questionnaire, which will also be reviewed by their supervisor and then returned to GovHR. GovHR will read each JAQ and job description in their entirety and personally interview at least one employee from each job classification to further understand the scope of their job. GovHR will then apply a measurement system of 9 job evaluation factors to evaluate the internal/comparable worth of each job classification. We will review the results of the job evaluation exercise with City representatives, and revise as necessary.

7. **Describe process employed in communicating the results of the research and recommendation with the client.**

GovHR will have an initial project meeting via conference call with City Management to discuss the scope of the project and any issue and concerns that the City may have. Following the employee interviews and review of preliminary results with City representatives, the Consultant will meet with City management including Department Heads, if desired, to review the results of the job evaluation exercise and the proposed new salary schedules. GovHR will then prepare a draft report including recommendations, methods and guidelines for achieving the overall aspects of the Study and recommendations for annual maintenance and review of the new plans. After the City reviews and comments, a final report will be issued and presented to the City Council. Throughout the Study, which takes approximately 4 months, the Consultant will be available via telephone and/or email to address the Client's questions, concerns and needs.

FIRM NAME: GovHR USA LLC



Request for Proposal
Classification and Compensation Study - Vendor Questionnaire (*continued*)
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8. Include one or more examples of project(s) similar in scope of work to this project. Include samples of finished projects provided to the client and communications to the client or employees.

A copy of the Final Report from a Classification and Compensation Study we did for the Village of Plainfield, Illinois (65 positions) in 2016 is included with our Proposal. Also included is the Job Analysis Questionnaire and the Employee Letters we distributed in that Study, and a copy of the Salary Survey that was sent to the comparable municipalities.

FIRM NAME: GovHR USA LLC



CITY COUNCIL AGENDA ITEM

Date: May 16, 2018

To: Mark F. Miller, Acting City Manager

From: MaryBeth Murz, Purchasing Manager
Lisa Burnham, Finance Manager
Jeanette Menig, Human Resources Director

Subject: Standard Purchasing Resolution 8: Best Value Award and Budget Amendment – Classification and Compensation Study

History

- The City currently has approximately 330 full-time employees, one third of which are not covered by collective bargaining agreements.
- The last comprehensive classification and pay study was conducted in 1997 for these non-union full-time employees.
- Since 1997 the classification plan and pay ranges have been maintained internally, with attempts to maintain internal equity and external market competitiveness.
- A comprehensive evaluation of these 78 full-time non-union positions and pay (representing 110 employees) supports the City of Troy's Strategy #9 which addresses the recruitment and retention of staff.
- This study will assure current employees are compensated appropriately and equitably.
- The study will also ensure the City is competitive in the job market and will attract quality employees.

Purchasing

- January 11, 2018 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website: www.mitn.info. The vendor list from MITN was supplemented by the Purchasing Department with additional firms who were also notified via email.
- February 1, 2018 a bid opening was conducted and Proposals were received as required by City Charter and Code for a Classification and Compensation Study. Below is a summary of potential firms:

Companies notified via MITN	717
Troy Companies notified via MITN	39
Troy Companies - Active email Notification	37
Troy Companies - Active Free	2
Companies that viewed the bid	19
Troy Companies that viewed the bid	1

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.*



CITY COUNCIL AGENDA ITEM

- Seven (7) Proposal responses were received:
 - McGrath Human Resources Wonder Lake, IL
 - The Mercer Group, Inc. Louisburg, NC
 - Municipal Consulting Services, LLC Brighton, MI
 - GovHR USA, LLC Northbrook, IL
 - Springstead Human Capital Advisors St. Paul, MN
 - The Segal Company Washington, DC
- Three (3) Committee Members reviewed and evaluated the proposals. The Committee Members were as follows:
 - Jeanette Menig, Human Resources Director
 - Lisa Burnham, Finance Manager
 - Mark F. Miller, Acting City Manager
- The Committee Members interviewed the following firms:
 - GovHR USA, LLC
 - The Mercer Group, Inc.
 - McGrath Human Resources
 - Municipal Consulting Services
- The Committee Members also conducted a second interview with GovHR USA, LLC.
- Based on the scoring criteria, proposals and interviews, the committee unanimously recommends *GovHR USA, LLC of Northbrook, IL*, the highest rated firm.
- GovHR, LLC is a public sector management consulting firm specializing in executive recruitment and management consulting. All services are provided solely for public jurisdictions and not-for-profit entities. The firm is very well qualified to conduct a classification and compensation study for the City so as to assure current employees are compensated appropriately and equitably. This study will also ensure the City is competitive in the job market in order to attract quality employees.

Financial

The cost of services as detailed in the Scope of Work and Proposal is based on the time of professional and support staff to complete the study, as well as travel/transportation costs and miscellaneous expenses such as report reproduction, postage and supply expenses.

The fee for the entire study is detailed as follows:

Professional Fees	\$28,500
Expenses	<u>\$ 3,000</u>
Total Classification and Compensation Study	\$31,500



CITY COUNCIL AGENDA ITEM

Financial (continued)

The funds were originally budgeted in the 2017/2018 fiscal year in General Fund account 101.270.7802.185, *Contractual Services – Human Resources* in the amount of \$20,000.00.

The Study was not re-appropriated for fiscal year 2018/2019 until the RFP process was complete and costs could be determined. The Study will now be completed in the 2018/2019 Fiscal Year so a Budget Amendment to account 101.270.7802.185 in the amount of \$31,500 will be required.

Recommendation

City management recommends awarding a contract to the firm with the highest overall ranking, *GovHR USA, LLC, of Northbrook, IL*, in the not to exceed amount of \$31,500.00. Additionally, City management requests an amendment to the 2018/2019 budget for this Classification and Compensation Study in the amount of \$31,500.00.

**STANDARD PURCHASING RESOLUTION 8 – Best Value Award and Budget
Amendment – Classification and Compensation Study**

RESOLVED, That Troy City Council hereby AWARDS a contract to the firm with the highest overall ranking as a result of a best value process to *GovHR USA, LLC, of Northbrook, IL*, in the not to exceed amount of \$31,500.00 at the unit pricing contained in the bid tabulation which is ATTACHED.

BE IT FURTHER RESOLVED, Troy City Council APPROVES an amendment to the 2018/2019 budget for this Classification and Compensation Study in the amount of \$31,500.00.

BE IT FINALLY RESOLVED, That the award is CONTINGENT upon the firms' submission of properly executed proposal and contract documents, including agreements, insurance certificates and all other specified requirements.



GOVHRUS

OP ID: DO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/07/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Service Insurance Agency P.O. Box 1250 1655 N. Arlington Heights Road Arlington Heights, IL 60004-1250 Service Insurance Agcy	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED GovHR USA LLC Heidi Voorhees & Joellen Earl 630 Dundee Rd., Ste. 130 Northbrook, IL 60062	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : The Hartford	NAIC # 29424
	INSURER B : Philadelphia Insurance Co	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			83SBAIL3741	03/07/2018	03/07/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			83SBAIL3741	03/07/2018	03/07/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	83WECBZ8768	03/07/2018	03/07/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Prof. Liability			PHSD1267767	09/14/2017	09/14/2018	Ea Claim \$ 1,000,000 Agg \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Vendor NO. 172756

CERTIFICATE HOLDER

CITYTRO

City of Troy
Attn: Purchasing
500 W. Big Beaver Rd,
Troy, MI 48084

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE