

AMENDMENT OF SOLICITATION



1. AMENDMENT
A001

2. EFFECTIVE DATE
10/13/2016

3. REQUISITION NO./
P.O. NO. N/A

Page 1 of 7

4. ISSUED BY
Purchasing & Strategic Sourcing Department
City of El Paso
City 1
300 N. Campbell, 1st Floor
El Paso, Texas 79901-1153

5A. AMENDMENT OF SOLICITATION NO. **2017-392R**

TITLED: CITY – WIDE COMPENSATION ANALYSIS

5B. BID DUE DATE:

November 9, 2016

6. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 7. The hour and date specified for receipt of offers is EXTENDED or NOT EXTENDED

All amendments must be acknowledged on the "SOLICITATION OF OFFERS". Failure to do so may be cause for rejection of offer.

7. DESCRIPTION OF AMENDMENT

- A. Delete (remove and discard) Page 3; replace with the attached revised Page 3-R1
- B. Delete (remove and discard) Page 8-10; replace with the attached revised Page 8R1 – 10-R1
- C. Delete (remove and discard) Page 12-13; replace with the attached revised Page 12-R1 – 13-R1

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENTS, AS HERETOFORE CHANGED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

**CITY OF EL PASO
BRUCE D. COLLINS, CPPO
PURCHASING DIRECTOR**

Approved by _____ /s/ _____
Haydee Pena
Purchasing Agent



PART 1 – GENERAL INFORMATION

1.1 Solicitation Purpose

The purpose of this project is to ascertain the propriety of compensation for the City's workforce to include classified and unclassified positions at all levels of general service workers, professional/managerial and executive series 1-5. This project will include: a list of benchmark positions (See Attachment A) and the City of El Paso job specifications for each title, a position Description Questionnaire (PDQ) and job analysis for benchmarked classifications, listing of comparator cities including anecdotal comparators, as well as internal equity factors and compensation philosophy.

PART 2 - NOTICES TO PROPOSERS

2.1 Public Disclosure Proposal Information

Offerors are cautioned that once a bid is opened, all information contained therein will be available to the **PUBLIC** unless the information is excepted from the requirements of Government Code Section 552.021 pertaining to Open Records.

The exception that allows the City to protect information that, if released, would give advantage to a competitor or bidder does not apply after the bidding is complete and the contract has been awarded. *Trade secrets, commercial or financial background data and privileged or confidential information* may be excepted from public inspection. If any information contained in your offer qualifies for an exception because it falls into one of the categories above it should be clearly marked "CONFIDENTIAL" and the basis of your claim of confidentiality should be stated. Data so identified will be maintained as a protected record. Offerors who claim that information contained in a bid should be protected from public disclosure after the award of the contract may be asked to support such claim if the City receives an Open Records request for the information and requests a determination by the Attorney General. [Rev. 04-03-98]

2.2 Bid Net Notification

NOTE: ANY CHANGES IN DUE DATE OR MATERIAL CHANGES FOR ANY RFP'S/SOLICITATIONS WILL BE POSTED ON THE SOLICITATIONS PAGE OF THE CITY OF EL PASO PURCHASING DEPARTMENT'S WEBSITE: <http://legacy.elpasotexas.gov/purchasing/ep-invitations.asp>

It is the bidder's responsibility to ensure that they have all pertinent information regarding solicitations, including all amendments prior to submitting their offer. Please check the website, even after submitting a bid, to ensure that you have all amendments as they may be posted at any time, up to and including the day of bid opening.

Recommendation(s) for formal awards shall be posted on the City's website the Thursday afternoons prior to the Tuesday City Council Meeting wherein the recommendation shall be presented. Vendors are responsible for monitoring the City's website for said postings.

2. Prior to deeming the Employer as non-responsible, the City will provide the Employer with thirty (30) days' notice and opportunity to provide full proof of payment of outstanding wage theft adjudication judgment.

2.3.3 Request for Clarification

In order to meet the City's schedule, it is extremely important that requests for clarification or additional information be submitted in writing no later than **October 27, 2016**. Questions submitted after this date may not elicit a response. All proposals or requests for clarification should be sent to the following:

BY E-MAIL

Haydee Peña
Purchasing Agent
Fax: (915) 541-4347
Email: penah@elpasotexas.gov

IN WRITING (MAIL OR HAND DELIVERY)

City of El Paso
Purchasing & Strategic Sourcing Department
300 N. Campbell, 1ST Floor
El Paso, TX 79901-1153
Attn: Haydee Peña

2.4 Schedule of Events

The following Schedule of Events represents the City's estimate of the timetable that will be followed in connection with this solicitation:

Events	Date and/or Time
Release Request for Proposal	October 4, 2016
Pre-proposal Meeting	October 20, 2016, 9:00 A.M. M.S.T El Paso City Hall, Plaza Conference Room 300 N. Campbell, 1 st Floor El Paso, TX 79901 Attendance at the Pre-Proposal Conference is not mandatory but strongly encouraged. Tel: (605) 562-0020 Access Code: 314-379-396
Deadline for Requesting Clarifications	October 27, 2016 5:00 PM, MST
Answers Provided	November 2, 2016
Submission of Proposals	November 9, 2016 2:00 PM, MST
Evaluations	Week of November 14, 2016
Contract Award Date	December 13, 2016

The City reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the City will communicate adjustments to any event in the Schedule of Events in the form of an amendment. Amendment to this RFP will only be issued and posted on the City's website at: http://www.elpasotexas.gov/financial_services/invitations.asp

2.5 Contract Term (Initial)

Target completion is six months (6) months from the acceptance of the scope of work and initiation of a purchase order

2.6 Notices of Instruction to Offerors

1. Signature of Offer to person Authorized to Sign

All offers shall bear an original signature, in ink, of a responsible officer or agent of the company. Failure to sign the offer portion of the solicitation, offer and award form, or to include a substitute signed document binding the offeror, will be the basis for declaring a proposal non-responsive.

2. Effective Period of Proposals

Proposals should expressly state that the offer will remain in effect until at least 120 consecutive days from the date set for the receipt of offers and may be accepted by the City of El Paso at any time on or before such date.

3. Required Number of Copies

Offer (bid or proposal) must be submitted in original form with five (5) additional copies, unless otherwise stated herein.

4. Offer Submission Instructions

Offer must be sealed when presented to the purchasing department. Offers will be received by the City of El Paso until 2:00 P.M., local time, on Wednesday November 9, 2016. Proposals will be publicly opened and the Name of the Offer and the City and State will be read aloud.

5. Addressing Instructions

The envelope containing the offer must be addressed as follows:

City Of El Paso
Purchasing & Strategic Sourcing Department
300 N. Campbell, 1st Floor
El Paso, Texas 79901-1153
Attn: Purchasing Director

Also, write the Request for Proposal Number, Request for Proposal Title, Proposal Title, and Proposal Opening clearly on a visible section of the envelope.

6. Labeling Of Proposals/Bids [Rev 6/15/05]

The Due Date and Solicitation Number must be written on the outside of the package containing the offer. The City Purchasing Division may open any unlabeled submittal to identify it properly. Offerors are required to identify their package to protect the integrity of their proposals and to fully avail themselves of the evaluation and selection process.

7. Offeror Delivery Responsibility

Bids received at the Purchasing Office after the specified date and time will not be accepted. Package delivery services such as FedEx, UPS, etc. deliver packages addressed to the Director of Purchasing directly to the Purchasing Department. U.S. Postal Service deliveries, including Express Mail, are only delivered to the Mail Room at City Hall and may or may not be delivered by the Mail Room to the Purchasing Division by the time and place proposals are recorded. The offeror accepts all responsibility for delivering its offer to address stated above within the specified time or the offer will be considered non-responsive and

will be mailed back unopened. If the envelope does not reflect a return address, it will be opened for the sole purpose of obtaining the return address.

8. Descriptive Literature

Descriptive literature, where applicable, containing complete scope of services or other information sufficient for the City to determine compliance with the specifications must accompany each proposal, in duplicate. If an Offeror wishes to furnish additional information more sheets may be added.

The City is not responsible for locating or securing any information that is not identified in the offer and reasonably available to the City, and the City will not be responsible for locating or securing information not included with the offer. In conducting its assessment the City may use data provided by the Offeror and data obtained from other sources, but while the City may elect to consider data obtained from other sources the burden of providing thorough and complete information rests with the Offeror.

9. Offer Documents, Supporting Literature and Related Data

Related data, where applicable, will be made part of the proposal. All documents, literature and related data submitted as an offer become the property of the City of El Paso.

10. Alternate Offers

The City of El Paso is not accepting alternate proposals for review, evaluation and/or consideration.

11. Solicitation Changes or Clarifications

Requests for changes or clarifications to this solicitation are welcomed by the Purchasing Department for its consideration, provided the requests are in writing and received by **October 27, 2016**. Requests received after that time may not elicit a response. Refer to "requests for clarification" in Communication Section for more details.

12. Acknowledgement of Solicitation Amendments

All Amendments will be acknowledged on the *Solicitation of Offers* form (first page of this solicitation). Failure to do so may cause the proposal to be rejected. It is the Offeror's responsibility to ensure that all information regarding the RFP, including all amendments, is included in the offer. Amendments may be posted at any time up to and including the due date.

13. Proposal/Bid Preparation Cost

This solicitation does not commit the City of El Paso to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified. This RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of El Paso to pay for any costs incurred in the preparation of a formal presentation, or for any costs incurred prior to the execution of a formal contract.

14. Additional Information

For further procedural information concerning this Request for Proposal contact the point of contact for contract administration (refer to in the Communication Section for contact details).

15. Contract Performance

The Respondent shall be responsible for the completion of all work set out in the Contract and task orders. All work is subject to inspection, evaluation, and acceptance by City of El Paso. City of El Paso may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the

PART 3 - SCOPE OF WORK

3.1 Scope of Work and Minimum Requirements

A. SCOPE OF THE PROJECT

The purpose of this project is to ascertain the propriety of compensation for the City's workforce to include classified and unclassified positions at all levels of general service workers, professional/managerial and executive series 1-5. This project will include: a list of benchmark positions (See Attachment A) and the City of El Paso job specifications for each title, a position Description Questionnaire (PDQ) and job analysis for benchmarked classifications, listing of comparator cities including anecdotal comparators, as well as internal equity factors and compensation philosophy.

B. POSITION CLASSIFICATION REVIEW – FOR BENCHMARKED JOBS

1. Review of Essential Tasks – Position Description Questionnaire (PDQ)

Review and analyze the current essential tasks, duties and responsibilities, and minimum qualifications of each benchmarked position through the PDQ to be completed by each employee in the specified position being reviewed, in print or electronic format. If the information on the PDQ does not clearly delineate the position's scope of responsibilities, return the PDQ to the position's incumbent for additional information, or focus on the data gap during a worksite job information interview.

The City currently has approximately 4,727 employees in 1035 job classifications that represent classified and unclassified civilian positions, 36 pay grades. A complete set of Job Descriptions will be made available to the selected vendor.

2. Onsite job analysis of benchmarked classification

Conduct an onsite job analysis of benchmarked classification. During this onsite visit information about the duties, responsibilities, necessary skills, outcomes and work environment of benchmarked classification will be collected. Information on PDQ will be verified for accuracy and real job content. This process will validate that the job duties and job title are a correct match

C. SALARY HISTORY

1. Review Salary History

Due to budgetary constraints, a merit increase was last given in FY2010. An across the board wage increase of 2% was given in FY2012, as well as, other increases ranging from 1% to 3% in FY2012 and FY2014.

D. SURVEY AND COMPENSATION PLAN FOR BENCHMARKED JOBS

1. Salary Survey

Create an in-depth job questionnaire to be used as the primary means for collection of information from the incumbents and their supervisors. The City wishes to consider facilitating data gathering by the pertinent editable list of duties drawn from existing job specifications and standardized comparisons based on structured responses to a wide range of potential job attributes.

Benchmarked Jobs – list will be determined in collaboration with the Human Resources department.

Develop and implement a quantitative job evaluation methodology tailored to the City that clearly delineates the relationships and hierarchy for all of the City's job classes. The City wishes to consider developing a single statistically valid and mathematically optimized point plan. Compensable factors derived from data gathered from the job questionnaires will have distinct, City specific definitions and be nondiscriminatory.

Perform and provide the results of an analysis of reputable published surveys of the relative market values of identified benchmark occupations.

Update job class specifications in a standard style and format for all positions covered by the study. The City wishes to minimize the number of specifications by consolidating those having substantially equivalent entry requirements within a common occupational field as well as considering incorporations of directly related job competencies developed incrementally through training or experience.

Provide a list identifying incumbents not properly classified, and a recommendation for reallocations of such employees.

Provide a job coding schematic for use as a reference for legal compliance with FLSA, EEO or other government reports, and by job categories and career paths.

Conduct salary survey(s) or utilize valid and reliable national, regional and local general industry compensation surveys to ascertain the current competitiveness of the City's pay practices including a recommendation for an external parity policy including recommendations for exceptional cases.

Provide recommendations for the design of base salary ranges including financially feasible pay delivery alternatives, such as increases for demonstrated additional skills (competencies) and for progressing employees through them. The City wishes to consider developing a single set of salary ranges for the hierarchy of all job classes affected by the study as a framework for pay administration.

Perform and provide the results of an assessment of City executives of the effectiveness and efficiency of the current classification and compensation plans, and suggested changes to improve their contribution to the attainment of organizational objectives such as decentralized administration and recommended variable reward systems, as appropriate.

Develop and provide training to City staff involved in various aspects of the study. Assist City staff with the resolution of appeals to the Civil Service Commission or City Council that may result as recommendations are implemented.

Serve as an expert resource for presentations to City Council and Civil Service Commission on explanations regarding the milestones of the study and their adoption.

Develop and/or provide an expert classification and compensation management software package that is compatible with the City's computer network and its human resources management system, including cost estimating, statistical analysis, graphical presentation, organization charting and on-line survey modules which assist in the creation of job specifications, position classification decisions and salary planning and administration. Agree to support recommended software for a period of at least one year, preferably five years.

Develop an Implementation Plan to consolidate the City of El Paso job Classifications into a simplified and streamlined system and help insure that employees with the appropriate job skills are in the correct positions.

The City of El Paso expects the successful proposer to begin this work not more than 21 days from the award of this RFP.

Copies of all materials, notes, questionnaires, documents utilized in this review and analysis will be turned over to the City of El Paso upon the completions of the study. All materials retained by the firm shall be treated as confidential and not utilized or otherwise released without the prior consent of the City of El Paso.

2. Compensation Competitiveness Comparison

Provide the City with charts comparing its current salary structures to those of the selected public and private comparator employers. Calculate the extent that the City's offerings vary from the prevailing rates and practices of other relevant employers and make recommendations for the city to establish itself in the top 75% of the regional market for compensation.

F. FINAL REPORTS AND PRESENTATIONS

1. Draft and Final Report Preparation

Provide the City's Human Resources Department with a draft of the report for review and critique, including the classification plan, compensation market data, salary comparison tables, salary range listings, and implementation procedures. The Human Resources Department will coordinate internal review and critique with the Human Resources Director, Chief Performance Officer and Director of Management and Budget. Incorporate our critique into the development of a final report summarizing the project's findings, recommendations, and detailed description of the City's updated position classification and compensation plans.