

# TOWN OF PALM BEACH

Information for Town Council Meeting on: July 10, 2018

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TO: Mayor and Town Council

FROM: Kirk Blouin, Town Manager

RE: Updated Draft Scope of Services and Evaluation Criteria for a Request for Proposals to Complete a Comprehensive Compensation and Benefits Study

DATE: June 29, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve the updated draft scope of services and evaluation criteria, which will be used to develop a Request for Proposals (RFP) for secure a consultant to complete a comprehensive Compensation and Benefits Study.

## **GENERAL INFORMATION**

At the June 12, 2018, meeting of the Town Council staff was directed to amend the draft RFP Scope of Services prepared for consultant services to complete a comprehensive Compensation and Benefits Study. Feedback obtain from the meeting included:

- Ensuring the Consultant provide raw market data so Town Council could evaluate and proceed as they believe to be in the best interest of the Town;
- Ensure that the Consultant selected understands how each element of pay interacts with benefits evaluated;
- The Consultant shall evaluate general employee pay and benefits separate from public safety pay and benefits;
- Benchmarks utilized shall consider but not be limited to turnover, market trends, public and private sector data sources where applicable;
- Responses from Consultants shall provide separate pricing for each segment of the study which are (1) salary ranges, (2) retirement benefits, and (3) other critical pay practices;
- Ensuring that the Town Manager be actively involved in the evaluation, selection, and management of the Consultant selected.

Town Council is being provided with an amended outline of the proposed scope of services for review, feedback and final approval. Following approval of the information contained herein, staff will proceed to publish the RFP and establish a process to secure a consultant to perform said services.

## **FUNDING/FISCAL IMPACT**

Depending on the cost of the proposals received for services requested, partial budget funds (approximately \$35,000) are available within the existing FY18 Human Resources department budget to cover the cost of this analysis; however, additional funding from the General Fund Contingency will most likely be required to sufficiently fund this expenditure. Once proposals are received and a consultant is selected, staff will return to Town Council to seek approval of a contract award and associated funding prior to finalizing any agreement for services.

### **Attachments**

cc: Jay Boodheshwar, Deputy Town Manager  
Danielle Olson, Director of Human Resources  
Jane Le Clainche, Finance Director  
Dean Mealy, Purchasing Manager