DRAFT RFP SCOPE OF SERVICES
COMPENSATION AND BENEFITS STUDY

BACKGROUND

The TOWN OF PALM BEACH is a vibrant service minded municipality in Palm Beach County, functioning with an appointed Town Manager form of government serving a five member Town Council and Mayor. The TOWN OF PALM BEACH currently has 7 primary departments with approximately 330 full-time employees in approximately 133 classifications (positions) within 120 unique pay grades. There is one bargaining unit with the International Association of Fire Fighters. Job descriptions exist for all classifications. The last major comprehensive and classification study was performed in 2005. Since that time, adjustments have been made to employee benefits, pay ranges, and several positions have been reclassified based on an established internal procedure.

In an effort to attract and retain high quality employees, the TOWN OF PALM BEACH is soliciting quotes from qualified firms to provide services to perform a comprehensive compensation and benefits study as outlined in the scope of services provided below. The primary focus of the project is to review the effectiveness of the TOWN's current compensation and benefit plans and recommend changes that support the TOWN's goal of being competitive in the Palm Beach County marketplace. The comprehensive study will apply to non-bargaining and bargaining positions.

Positions within the TOWN OF PALM BEACH'S structure include, but are not limited to:

- Executive and Managerial;
- Professional (engineers, zoning, finance and accounting);
- Technical and Trade (computer analysts, inspectors, utility system operators, electricians);
- Skilled Craft (heavy equipment operators, mechanics);
- Laborers (trash, sanitation and parks technicians);
- Public Safety Civilian (crime scene specialists, 911 operators);
- Police Officers (all ranks);
- Firefighters (all ranks including bargaining unit positions) and;
- Administrative and Clerical Support.

The TOWN OF PALM BEACH will provide access to salary and benefits data, as well as job descriptions. The CONSULTANT should have experience primarily in public sector classification, compensation, and benefits and will work in cooperation with a management team as designated and coordinated by the TOWN OF PALM BEACH'S Town Manager.

SCOPE OF SERVICES

The CONSULTANT shall conduct a comprehensive market-based survey and analysis of the TOWN OF PALM BEACH'S current salary ranges, retirement benefits and other pay practices to test the Town's competitiveness, as compared to public and private (as applicable) employers in local and regional markets and benchmarked to the geographic labor market with which we compete, and:

1. Obtain data from benchmark organizations across South Florida, utilizing Town turnover data, labor market trends, and public and private sector data sources, where applicable.
2. Prepare a summary of each benefit, along with a ranking for all agencies surveyed, based upon the overall level of benefits.
3. Consolidate the findings in a clear, objective summary and provide details regarding:
   a. Agencies surveyed;
   b. Position salary ranges surveyed
   c. Retirement and other benefits surveyed;
   d. Benefits where the Town is in alignment, above, or below the market and include rationale for the same;
   e. Ranking of each benefit for all agencies surveyed;
4. Provide raw market data to staff and Town Council for detailed evaluation and decision making in the best interest of the Town;

The CONSULTANT should consider the Scope of Work as a guide for submission. Pricing for professional consulting services should clearly identify methods and a timetable for each study area of the project, and be organized and priced by the following areas: (1) Salary Ranges, (2) Retirement Benefits, and (3) Other Pay Practices.

SALARY RANGES:

1. Evaluate general employee pay ranges and compensation separate from public safety pay and benefits;
2. Develop an executive summary that includes observations and findings by groups studied that identify where the Town is in alignment, above, or below the market and include rationale for the same;

RETIREMENT BENEFITS:

1. Evaluate defined benefit and hybrid pension plans, including other deferred compensation plans (457k), executive benefits, employee contributions, vesting, and other elements associated with employee retirement benefit plans;
2. Data shall be evaluated for general and public safety employees separately.

OTHER PAY PRACTICES

1. Evaluate Group Insurance (medical, Rx, dental, vision including premiums, cost sharing, and coverage levels for each), Ancillary insurance (life, LTD, AD&D, etc.) FSA, HSAs,

     executive insurance benefits, health risk assessments, disease management programs, and other elements associated with employee group insurance plans;

2. Evaluate Employee Leave Benefits: vacation, sick, PTO, holidays, purchase or conversion plans, payouts upon separation/retirement, bereavement, etc.;
3. Evaluate other pay practices such as cell phone stipends, educational assistance, degree recognition, specialty assignment stipends, certification incentives, mentoring/career counseling, work related travel reimbursement and per diem, etc.;
4. Data shall be evaluated for general and public safety employees separately.

EXECUTIVE SUMMARY

The CONSULTANT shall develop an executive summary that includes, but is not limited to, a report that clearly specifies the study's methodology, assumptions, and results that include observations of the Town's market alignment, separating general employee data from public safety data where applicable, and provide supporting rationale. This format shall be easily understandable for management and the public served.

ADDITIONAL REQUIREMENTS

The CONSULTANT shall make formal presentations to Executive Staff and TOWN OF PALM BEACH'S Town Council as needed. If requested, the CONSULTANT shall prepare implementation strategy and cost analysis; the implementation plan should include options for immediate implementation and a plan with phases that minimizes the impact to the fiscal budget.