

TOWN OF PALM BEACH

Information for Town Council Meeting on: June 12, 2018

TO: Mayor and Town Council

VIA: Kirk Blouin, Town Manager

FROM: Danielle Olson, Director of Human Resources

RE: Draft Scope of Services and Evaluation Criteria for a Request for Proposal to Secure Consultant Services to Complete a Comprehensive Compensation and Benefits Study

DATE: June 1, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the draft scope of services and evaluation criteria used to develop a Request for Proposal (RFP) for consultant services to complete a comprehensive Compensation and Benefits Study.

GENERAL INFORMATION

During the May 8, 2018, meeting of the Town Council staff was directed to draft the parameters of a RFP for consultant services to complete a comprehensive Compensation and Benefits Study. Town Council is being provided with an outline of the proposed scope of services and consultant evaluation criteria for review and feedback. 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 fund 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
Jane La Clainche, Finance Director
Dean Mealy, Purchasing Manager