



DRAFT RFP SCOPE OF SERVICES COMPENSATION AND BENEFITS STUDY

1. 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 Human Resources Director.

2. Scope of Services

The CONSULTANT should consider the Scope of Work as a guide for submission. Professional consulting services should include, but are not limited to:

1. Conduct a comprehensive market-based survey and analysis of the TOWN OF PALM BEACH'S current compensation structure to test the competitiveness of the salaries offered by the TOWN OF PALM BEACH, 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;
2. Evaluate the TOWN's current employee benefits:
 - a. Conduct a comparison and analysis of the current level of the TOWN's benefits based on a market study.
 - b. Prepare a summary of each benefit, along with a ranking for all agencies surveyed, based upon the overall level of benefits.
 - c. Consolidate the benefits survey results in a clear, objective summary and make recommendations detailing:
 - i. Agencies surveyed;
 - ii. Benefits surveyed;
 - iii. Benefits that match our benefits;
 - iv. Ranking of each benefit for all agencies surveyed; and
 - v. Changes, with estimated costs if available, based on market trends.
 - d. Benefits to be studied include:
 - i. Health Benefits: 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 benefits, etc.;
 - ii. Retirement Benefits: pension plans, deferred compensation (401a, 401k) plans, executive benefits, employee contributions, vesting, etc.;
 - iii. Employee Leave Benefits: vacation, sick, PTO, holidays, purchase or conversion plans, payouts upon separation/retirement, bereavement, etc.;
 - iv. Other: cell phone stipend, educational assistance, degree recognition, specialty assignment stipends, certification incentives, mentoring/career counseling, work related travel reimbursement and per diem, etc.;
 - v. Wellness Benefits: programs, seasonal vaccinations, health risk assessment, disease management programs, reward/bonuses, health fairs, etc.;
3. 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;
4. Provide methods and timetable for completing the study;
5. Produce a report that clearly specifies the study's methodology, assumptions, results and recommendations, this format shall be easily understandable for management and the public served;
6. Make formal presentations to Executive Staff and TOWN OF PALM BEACH'S Town Council as needed.