

**GST MICHIGAN WORKS!
COMPENSATION SYSTEM DEVELOPMENT
REQUEST FOR PROPOSALS (RFP)**

**To provide compensation structure development and analysis
services for GST Michigan Works!**

**PROPOSALS MUST BE SUBMITTED NO LATER THAN 4:00 P.M. EASTERN TIME ON
FRIDAY, MAY 11, 2018**

**PROPOSAL FORMAT AND ORDER SHOULD FOLLOW THE RFP FORMAT AND
ORDER EXACTLY (SECTION BY SECTION, QUESTION BY QUESTION, IN THE SAME
ORDER AS IT APPEARS IN THIS RFP).**

BACKGROUND & PURPOSE

GST Michigan Works! (GSTMW) is a federal and state grant-funded organization. Its major purpose is to strengthen the regional economy: 1) by assisting employers in finding and retaining qualified employees, and 2) by assuring the labor force meets the needs of employers. GSTMW is seeking an individual or organization to provide a classification and compensation study. The winning bidder will develop a pay grade structure based on a comprehensive job evaluation process and thorough evaluation of the established labor market.

This compensation analysis is to ensure the integrity of our compensation and pay structure and to serve as a foundation to rationalize future pay decisions. We expect the project to be complete within 90 days of the day on which work begins. Any individual or organization, with the proper credentials and with the experience and skills is welcome to bid on this contract.

PROJECT SCOPE

The selected bidder will be responsible for:

- A. Developing a solid understanding of the specific duties and responsibilities of each position included in the study consisting of approximately 30 positions.
- B. Establishing a competitive labor market and conduct a market survey of wages.
- C. Developing a pay grade structure based on a comprehensive job evaluation plan and process and a thorough evaluation of the established labor market.
- D. Developing and including methodologies for evaluating current pay status and the impact of modifying current pay levels and moving employees through the pay ranges over time.
- E. Recommending procedures for ongoing system maintenance including pay system administration and compensation system upkeep.
- F. Providing the tools necessary for ongoing position reclassification processes and other pay system procedures.

REQUIREMENTS FOR BIDDERS

The service shall be procured on an open and competitive basis. The GSTMW Workforce Development Board shall select the bidder whose proposal is responsive to the RFP and is most advantageous to GSTMW in terms of price, quality and other factors specified in the RFP. A proposal must clearly set forth all responses in the format required by the RFP to be considered. Any and all proposals may be rejected in whole or in part. GSTMW reserves the right to rescind this RFP in whole or in part. GSTMW shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following:

conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Any bidder that attempts to exchange information with any other potential bidder for gaining competitive advantage shall be subject to disqualification and possible criminal prosecution. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any GSTMW officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification and possible criminal prosecution. These provisions do not prohibit potential bidders from seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be clearly identified in the proposal. Likewise, these provisions do not prohibit communication between GSTMW and any bidder that is determined by GSTMW to be necessary as part of the procurement process.

GSTMW operates an equal opportunity procurement process. Proposals from small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged. Upon request, GSTMW shall make this RFP available in large print or alternative format to individuals with disabilities. 1-800-285-9675 TTY:711.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction, political affiliation or belief, or any characteristic or activity protected by Federal or State laws and regulations.

BID NARRATIVE RESPONSE REQUIREMENTS

The bidder will provide the following required information to demonstrate that the bidder has the experience and knowledge needed to successfully complete the project. Please limit your total narrative response to 5 pages (not including budget, resume, org. chart or attachments). The required submittals are:

- A. Cover Letter: Provide a cover letter introducing your organization.
- B. Experience indicating development of a comprehensive compensation system. Describe up to 2 examples of the entity providing this type of service to public agencies.
- C. Key Project Personnel / Project Organization:
 - C.1. Key Personnel: Provide a detailed resume for the staff that will be assigned to this project as well as any supporting staff that will be part of this contract. Resumes should include years of experience, summary relevant experience, education, professional registrations and certifications.
 - C.2. (If applicable) Contract Organization: Provide an organization chart. Identify roles and responsibilities of the project team, reporting relationships and use of subcontractors if applicable. Identify whether services will be self-performed or utilize subcontractors. Identify each sub-contractor.

D. Project Approach: Present your approach to developing a compensation system that GSTMW can use to serve as a foundation to rationalize future pay decisions. Describe why your organization is best for this project.

E. Fees: Provide a detailed budget (and budget narrative, if necessary) detailing costs for the project. It is estimated that the cost will not exceed \$20,000.

F. Signed attachments -Cover sheet, II, III, and responses – Attachments I & IV.

QUESTIONS:

RFP questions may be emailed to hbrown@gstmiworks.org. All questions should be emailed by May 4, 2018.

SUBMISSION PROCESS

All proposals must be submitted in a sealed envelope, labeled “Compensation System Development”, and addressed to

GST Michigan Works!
711 North Saginaw Street
Suite 300
Flint, MI 48503
Attention: Helen Brown

In order to be considered, the bidder must submit one original and two copies of the proposal so that they are received by GSTMW by 4:00 P.M. Eastern Time on Friday, May 11, 2018 and must be signed by a person with authority to bind your organization in contract. Faxed or emailed proposals will not be eligible for funding.

APPEAL PROCESS

By submitting a proposal, a bidder agrees to use the GST Michigan Works! Grievance Procedure if it wishes to challenge the decision of the Boards, or any part of the procurement process. The Grievance Procedure allows appeal to the Workforce Development Agency (WDA). A copy of the Grievance Procedure is available at GSTMW’s website: <http://gstmiworks.org/>

REVIEW CRITERIA

A. Experience and Personnel (30%)

The successful bidder must show expertise in developing a comprehensive compensation structure for a public agency. Familiarity with Michigan’s workforce development system is highly preferred, but not required. Specific knowledge of programs in the five-county region is also helpful, including awareness of the challenges and within constraints of workforce development programs. The resumes of those assigned to the project should reflect expertise in compensation and employment. The quality and relevance of references will also be a factor.

B. Project Approach (40%)

The successful bidder must propose a service design and approach that will demonstrate that they will provide a comprehensive compensation system for GSTMW that can serve as a foundation for justification of future pay decisions.

C. Proposed fees (30%)

The successful bidder will provide a budget and total proposed cost.

REMAINDER OF PAGE LEFT BLANK ON PURPOSE

USE THIS SHEET AS YOUR PROPOSAL COVER SHEET

**GST MICHIGAN WORKS!
COMPENSATION SYSTEM DEVELOPMENT PROPOSAL**

1. Official Name of Bidding Organization: _____

2. Address: _____

3. Contact Person

Name: _____

Job Title: _____

Email Address: _____

Fax Number: _____

I hereby certify:

a. that all information contained in this proposal in response to questions concerning the applicant organization, its operation, and its proposed program, is true and accurate; and

b. that completion of this proposal is an application for funding and does not ensure that the proposed program will be funded; and

c. that if selected for funding, the applicant organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract or agreement.

d. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of six months after submission.

Signature

Printed Name

Position Title

Date

ATTACHMENT I - GSTMW BOARD MEMBERS AND STAFF

The GSTMW Staff and Board Members are listed below. In the space provided, indicate and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board Members or staff. In addition, indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Tuscola, and Shiawassee Counties. Attach additional pages if necessary. If none, indicate by “N/A”.

Governing Board:

Tom Young
John Bodis
Cheryl Clark
Todd Talaski
Paul Muxlow
Bob Conely
Bryant Nolden
Ellen Ellenburg
Matthew Bierlein
Gary Roy
Mark Coscarelli
Dan McMaster

Workforce Development Board:

Jim Zulauf
Brenda Hinds
Leanne Panduren
Kyle McCree
Clarence Pierce
John Shelter
Pete Batistoni
Dennis Collison
Mark Ransford
Scott Turner
Harold Harrington
Gerald Kariem
Howard Hipes
Jeff Deason
Brian Burnett
Annette Schlaud
Wen Hemingway
Glenda Dunlap
Tracie Lewis-Jennings
Sandi Mose

GSTMW Staff:

Deb Aleck
John Anderson
Jessica Billiau
Sharon Bowen
Helen Brown
Kelly Cook
Sherry Goble
Jessica Hunt
Louann Hurley
Jody Kerbyson
Ty Krauss
JulAnn Kuenzli
Jerome Lewis
Angela Libkie
Mary Lorah-Hammond
Carol Palmer
Wendy Paxton
Greg Rancour
Rochelle Rich
Dave Rose
Brenda Thomas

Relationships:

ATTACHMENT II

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Agency/Organization

Typed Name and Title of Certifying Official

Signature

Date

**ATTACHMENT III - CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, 2 CFR Part 200.205(d). The regulations were published as Federal Acquisition Regulations (FAR) 521.209-5.

- (1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Agency/Organization

Typed Name and Title of Certifying Official

Signature

Date

**ATTACHMENT IV
LESSOR ADMINISTRATIVE BACKGROUND QUESTIONNAIRE AND INSTRUCTIONS**

A. FINANCIAL STABILITY / ABILITY TO PERFORM

Attach a description, including documentation, of your organization’s financial situation illustrating its ability, from a financial perspective, to complete this project in a timely manner.

B. MANAGEMENT

1. Indicate your experience over the past four years about the following items.

Yes No

- a. Investigations of fraud, abuse, conflict of interest; political activities, nepotism, or any criminal activities.
- b. Default or breach of contract or lease.
- c. Cancellation or nonrenewal of contract or lease due to non-performance or poor performance.
- d. Bankruptcy or receivership by your organization, or by a parent or predecessor of your organization.

2. If “yes” was checked for any of the above items, attach additional sheets that provide the following information:

- a. Date item checked was initiated;
- b. Party or parties involved;
- c. Brief description of the circumstances;
- d. Final disposition and date;
- e. Brief explanation of whether the matter is still pending, and if so the status.

Failure to include the above information or to omit relevant information will be grounds for not awarding a contract or canceling a contract/lease.

Additional Information: