



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		07/27/2015		
Department:		Human Resources		
Department Head		Shante' Akafia		
Agenda Coordinator (include phone #): <b>Sharron Mason - Ext. 7247</b>				
<b>CAPTION</b>				
RFP No. 2015-183-B for a Compensation Study to be utilized by Human Resources Department to Public Sector Personnel Consultants, Inc., for core services in the estimated amount of \$170,000 with additional options in the estimated amount of \$7,500 equaling an estimated total amount of \$177,500, and authorizing the City Manager to execute all necessary documents.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	<b>2014-15, 2015-16</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>
		<b>TOTALS</b>		
Budget	0	100,000	127,500	<b>227,500</b>
Encumbered/Expended Amount	0	0	0	<b>0</b>
This Item	0	-50,000	-127,500	<b>-177,500</b>
BALANCE	0	50,000	0	<b>50,000</b>
<b>FUND(S):    GENERAL FUND</b>				
<b>COMMENTS:</b> Funds are included in the 2014-15 Non-Departmental Budget for a compensation study, with \$50,000 estimated for 2014-15 and \$127,500 to be appropriated in the 2015-16 Budget. <b>STRATEGIC PLAN GOAL:</b> Utilizing professional consulting services for a compensation study relates to the City's Goal of a Financially Strong City with Service Excellence.				
<b>SUMMARY OF ITEM</b>				
See recommendation memo.				
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies	
Recommendation Memo and RFP Recap				



# Memorandum

To: Diane Palmer-Boeck, Chief Purchasing Officer

From: Andrea Cockrell, Administrative Services Manager

Date: June 4, 2015

Re: Award of Bid RFP 2015-183-B for Compensation Study

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The City has not had a compensation study performed by a third party in over seven years. The last compensation study was performed in 2007, and due to the economic conditions, no changes resulted. The City has not reviewed its overall compensation strategy in well over 15 years. Due to the changing economic times and in an effort to stay competitive in attracting and retaining talent at the City, this contract is necessary to move forward.

The City recently went through a Request for Proposal (RFP) to select a contractor to assist us with our compensation study. The Evaluation Committee reviewed and evaluated eight (8) proposals in response to the RFP: The Centre Group, Paradox Compensation Advisors, Mercer HR Consulting, CPS HR Consulting, Evergreen Solutions, LLC, Public Sector Personnel Consultants, Inc., MGT of America and Segal Waters Consulting - The Segal Company.

Members of the Evaluation Committee rated each proposal independently, without reviewing cost of service. The final scores were discussed amongst the Evaluation Committee based on the following evaluation criteria:

- Company Profile – 20%
- Project Approach – 40%
- Pricing – 40%

The Evaluation Committee then heard presentations from the top two vendors: Public Sector Personnel Consultants, Inc., and Evergreen Solutions, LLC. Factoring the presentation into the final scores, the City recommends awarding the contract to Public Sector Personnel Consultants, Inc.

The City received a best and final offer from Public Sector Personnel Consultants, Inc., which resulted in the following costs, depending on adjustments to benchmark job titles:

Core Services:

- \$170,000 with 250 benchmark job titles, or
- \$160,000 with 200 benchmark job titles, or
- \$150,000 with 150 benchmark job titles

Additional Options:

\$7,500 for On-site Desk Audits or Interviews (per 50)

The contract will be awarded to Public Sector Personnel Consultants, Inc., in their best and final estimated amount of \$170,000 with additional options in the estimated amount of \$7,500 for a total estimated amount of \$177,500.

The City estimates the process will begin in August 2015 and be completed in February 2016. The City estimates that 30% of the work will be incurred in FY 2014/15 and the remainder in FY 2015/16.

CITY OF PLANO

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RFP No.: 2015-183-B  
COMPENSATION STUDY RFP  
RFP RECAP

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RFP Opening Date/Time: **Monday, April 27, 2015 @ 3:00 p.m. (CDT)**

**Number of Vendors Notified:** 3426

**Vendors Submitting "No Bids":** None

**Number of Proposals Considered:** 8

**Estimated Overall Cost:**

The Centre Group	\$101,602
MGT of America	\$146,125
Paradox Compensation Advisors	\$150,725
Evergreen Solutions, LLC	\$168,000
Public Sector Personnel Consultants, Inc.	\$185,000
Additional Options	\$7,500
CPS HR Consulting	\$249,000
Mercer HR Consulting	\$268,000
Segal Waters Consulting - The Segal Company	\$330,000

**Recommended Vendor(s):**

The contract will be awarded to Public Sector Personnel Consultants, Inc., in their best and final estimated amount of \$170,000 with additional options in the estimated amount of \$7,500 for a total estimated amount of \$177,500.

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I certify that the above includes all firms contacted to bid and that replies are exactly as stated.

*Sharron Mason*

*June 4, 2015*

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Sharron Mason  
Sr. Buyer

Date