



REQUEST FOR PROPOSAL COMPENSATION AND BENEFITS STUDY COUNTY OF WARREN, VIRGINIA

Warren County is seeking proposals from qualified firms for a comprehensive compensation and benefits study for both County of Warren and Warren County Public Schools employees. The submittal consisting of the original proposal and **twelve (12)** additional copies marked, “**A Proposal for Compensation and Benefits Study**”, will be received no later than **2:00 p.m. on Friday, June 22, 2018, by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Warren
County Administrator’s Office
220 North Commerce Avenue
Suite 100
Front Royal, Virginia 22630

This Request for Proposal and any addenda are available on the County of Warren website at: www.warrencountyva.net and Warren County Public Schools website at: www.wcps.k12.va.us.

Any proposal received after **2:00 p.m. on Friday, June 22, 2018**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the clock in the County Administrator’s Office. Proposals shall be placed in a sealed, marked envelope with RFP title. Offeror(s) are responsible for insuring that their proposal is stamped by Administration Office personnel by the deadline indicated. Proposals may not be submitted by facsimile or email.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Warren reserves the right to accept or reject any or all proposals submitted. The awarding authority for this contract is the Warren County Board of Supervisors and the Warren County School Board. Questions concerning this Request for Proposal should be directed to Jodi R. Saffelle, Human Resources Manager, at jsaffelle@warrencountyva.net or 540-636-4600.

I. PURPOSE AND GENERAL INFORMATION:

- A. The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified firms for a comprehensive compensation and benefits study for employees of both Warren County (hereinafter “County”) and Warren County Public Schools (hereinafter “WCPS”) with completed deliverables by November 1, 2018. The County and WCPS wish to ensure that there is an equitable compensation system in

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place that compensates employees fairly in terms of external comparison and also reflects responsible public expenditure and policy. It is the desire of the County and WCPS to address three primary areas of concern as they relate to compensation:

1. The recruitment of new employees at all levels.
 2. The retention of current employees at all levels.
 3. The competitiveness of the County's and WCPS's compensation plans as they relates to those governmental and educational units and private employers with which the County and WCPS compete for employees.
- B. Warren County contains 217.86 square miles, has an estimated population of 39,239, and is located in the Shenandoah Valley of northwestern Virginia. It is bounded by Frederick and Clarke Counties on the north, Fauquier and Rappahannock Counties on the east, Page County on the south, and Shenandoah County on the west. It is governed by a five-member Board of Supervisors who serve staggered four year terms. The County currently employs approximately 337 total employees, 212 full-time, 85 regular part-time, and 40 seasonal part-time. The FY 2018-2019 approved budget is \$107,826,301.
- C. WCPS is governed by a five-member School Board who serve staggered four year terms. WCPS operates five elementary schools, two middle schools, two high schools, and one technical center. WCPS currently employees 936 employees, 791 full-time and 145 part-time. The FY 2018-2019 budget for WCPS is \$59,028,182.
- D. The basis of the contract form will be provided by the County.

II. SCOPE OF SERVICES:

This Scope of Services shall include data as requested for both County and WCPS as follows:

1. Review of current compensation systems.
2. Compare market data of benchmarked jobs to the following jurisdictions and organizations:
 - a. Clarke County and Clarke County Schools
 - b. Fauquier County and Fauquier County Schools
 - c. Frederick County and Frederick County Schools
 - d. Page County and Page County Schools
 - e. Rappahannock County and Rappahannock County Schools
 - f. Shenandoah County and Shenandoah County Schools
 - g. Town of Berryville
 - h. Town of Front Royal
 - i. Town Luray
 - j. Town of Strasburg
 - k. Town of Woodstock
 - l. City of Winchester and Winchester City Schools

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- m. RSW Regional Jail
 - n. Area colleges and universities (Lord Fairfax Community College, Christendom College, Shenandoah University)
 - o. Other comparable organizations as recommended by Offeror
3. Conduct a market analysis for positions as identified by the County as shown in **Attachment A** and positions as identified by WCPS as shown in **Attachment B**.
 4. Work with County and WCPS Human Resources to slot any un-benchmarked positions and determine market and total compensation rates.
 5. Conduct internal equity audit analysis and make recommendations for internal equity adjustments in order to ensure employees are getting comparable pay for knowledge, skills, and abilities.
 6. Perform analysis and evaluation on incumbent data, to include experience, education, certifications/credentials, etc.
 7. Perform analysis of current and recommended staffing levels and provide recommendations if applicable for additions of any positions that do not currently exist.
 8. Recommend salary ranges, including percentage spreads between ranges and within ranges for positions.
 9. Identify any FLSA compliance issues with current and proposed salary ranges to include review of FLSA classifications and any recommended changes.
 10. Recommend changes to current compensation policies to continue fair, competitive, transparent, and fiscally responsible programs, to include recommendation for revisions to salary enhancement practices and career development programs. Salary enhancement practices may include career development programs, promotions and transfers, reclassifications, competing offers, rehires, etc.
 11. The County FY 2018-2019 budget includes funding for a career development program for the Warren County Sheriff's Office effective January 1, 2019. Review the proposed program and benchmark it against the identified jurisdictions and make final recommendations for placement of the program into the County's classification and compensation plan.
 12. As a separate component to compensation review and analysis, perform analysis and evaluation of benefit plans, including any recommended changes.
 13. Develop communication tools to keep appropriate County and WCPS staff apprised throughout the process.

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14. Prepare and present an analysis outlining the fiscal impact of the recommendations, to include presentation of findings to County and WCPS staff and governing Boards.
15. Complete a Study Report to include the following:
 - a. Report of recommendations, including discussion of methodology, techniques, and data used to develop the Compensation and Benefits Plan.
 - b. Provide instructional and pricing information, if any, to allow County and WCPS staff to conduct individual salary audits and adjustments consistent with study methods until the next formal study is completed. Such information should also include instructions in the event of new positions and reclassifications.
 - c. Prepare a multi-year implementation plan to implement recommendations.
 - d. Attend meetings as requested throughout the process with employees, County Administrator and/or his designee, Schools Superintendent and/or his designee. Attend Board of Supervisors and/or School Board meetings as requested. It is recommended that the Offeror budget for one (1) Board of Supervisors meeting, one (1) School Board meeting, or one (1) joint Board of Supervisors and School Board meeting, a minimum of three (3) meetings with employees and/or senior staff, and multiple teleconference meetings.

III. COUNTY RESPONSIBILITIES:

The County and WCPS will each assign a Project Manager who will coordinate the successful Offeror(s)'s tasks. The Project Managers shall have the authority to transmit instructions, receive information, and interpret and define County positions, policies and decisions with respect to the project.

IV. CONTRACT AWARD SCHEDULE:

It is essential that the project design and construction are performed in a timely manner. The following schedule details the dates for the initial proposal/interview/contract portions of the project:

- Request for Proposal Distributed: May 31, 2018
- Receipt of written proposals for services: June 22, 2018 at 2:00 p.m.
- Evaluation of written proposals: July 2018
- Interview of firms selected (if necessary): July 2018
- Negotiation of contract: July/August 2018
- Award of contract by Board of Supervisors/School Board: August 7, 2018

This schedule may be shortened if evaluations and/or negotiations progress more rapidly.

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V. GENERAL CONTRACT TERMS AND CONDITIONS:

A. AWARD OF CONTRACT:

1. The County and WCPS reserve the right to reject any or all proposals and to waive any informality.
2. The County and WCPS reserve the right to enter into one joint contract or two separate contracts, as determined by the respective governing bodies.
2. The successful Offeror(s) shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to Warren County Administrator's Office and/or WCPS Administrative Offices the contract forms and any other forms or bonds required by this RFP.
3. The basis of the contract form will be the County's standard form contract, available for viewing on the County's website, warrencountyva.net. Any contract resulting from this RFP is not assignable.

B. COLLUSION:

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or §59.1-9.1 through 59.1-9.17 or §59.1-68.6 through 59.1-68.8 of the Code of Virginia.

C. CONTRACT PERIOD:

The proposed term of the contract shall be negotiated.

D. CONTROLLING LAW; VENUE:

This contract is made, entered into, and shall be performed in the County of Warren, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this RFP, its interpretations, or its performance shall be litigated only in the Warren County General District Court or the Circuit Court of the County of Warren, Virginia.

E. DEFAULT:

4. If the successful Offeror(s) is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails in any way to perform as specified herein, the County may consider the successful Offeror(s) to be in default. In the event of default, the County will provide the successful Offeror(s) with written notice of default, and the successful Offeror(s) will be provided twenty (20) calendar days to provide a plan to correct said default.

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5. If the successful Offeror(s) fails to cure said default within twenty days, the County, among other actions, may complete the system through a third party, and the successful Offeror(s) shall be responsible for any amount in excess of the agreement price incurred by the County in completing the system to a capability equal to that specified in the contract.

F. EXCEPTIONS TO THE RFP OR CONTRACT:

Any exception to any provisions of this RFP or contract shall be explicitly identified in a separate “Exceptions to RFP or Contract” section and included with proposal submission. Exceptions will be resolved to the satisfaction of the County and/or WCPS before any contract negotiations. In case of any conflict between the RFP, the contract or any other contract document, the RFP shall control unless the contract or contract documents explicitly provide otherwise.

G. DRUG-FREE WORKPLACE TO BE MAINTAINED BY THE CONTRACTOR:
(Code of Virginia §2.2-4312)

1. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor; (v) provide Vendor Certification Form including statement regarding prohibition of employing anyone on site that has been convicted of crimes against children.
2. For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

H. EMPLOYMENT DISCRIMINATION BY OFFEROR PROHIBITED:

1. During the performance of this contract, the successful Offeror(s) agrees as follows (Code of Virginia §2.2-4311):
 - a. The successful Offeror(s) shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful

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Offeror(s) agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.

- b. The successful Offeror(s), in all solicitations or advertisements for employees placed by or on behalf of the successful Offeror(s), shall state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The successful Offeror(s) shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

I. INDEMNIFICATION:

The successful Offeror(s) agrees to indemnify, defend (at County's Option) and hold harmless the County of Warren including Warren Public County Schools, its officers, county designated volunteers, agents and employees from and against any and all claims, demands, defense costs, damages, suits, actions, liability or consequential damages of any kind or nature arising directly out of or in connection with negligent acts, errors or omissions in the performance of its professional services of the successful Offeror(s), including its agents, consultants and subcontractors, under the terms of the contract; excepting those which arise out of the negligence of the County.

J. INSURANCE REQUIREMENTS:

The successful Offeror(s) shall maintain insurance to protect itself, the County of Warren, and Warren County Public Schools from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations under this contract, whether such operations be by itself or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications in **Attachment C**.

K. SMALL, WOMEN-OWNED AND MINORITY OWNED (SWAM) BUSINESSES:

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Warren actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the County's Internet site at www.warrencountyva.net and may be viewed under Request for Proposals under the Government link on the homepage.

L. NO DISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:

Warren County does not discriminate against faith-based organizations as that term is defined in Virginia Code §2.2.-4343.1.

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M. SEVERABILITY:

Each paragraph and provision of the contract will be severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

N. SUBCONTRACTS:

No portion of the work shall be subcontracted without prior written consent of the County of Warren, Virginia and/or Warren County Public Schools. In the event that the Offeror desires to subcontract some part of the work specified in the contract, the Offeror shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Offeror shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the contract.

O. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:

During the performance of the contract, the Offeror will agree that it does not and will not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform Act of 1986.

S. AUTHORIZED TO TRANSACT BUSINESS IN VIRGINIA:

The Offeror shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia (1950), as amended, or as otherwise required by law.

VI. PROPOSAL SUBMISSION REQUIREMENTS:

- A. The County of Warren will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
- B. The Proposal Signature Sheet, **Attachment D**, must accompany any proposal(s) submitted and shall be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information required may result in the County Administrator's Office requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- C. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.
- D. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be

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sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.

- E. The time proposals are received shall be determined by the time clock in the County Administrator's Office. Offeror(s) are responsible for insuring that their proposals are stamped by Administration Office personnel by the deadline indicated.
- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents that it has read and understands the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the contract work.
- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint themselves with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the contract.
- H. Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (§2.2-4342 of the Code of Virginia).
- I. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Administration Office in writing of its intentions.
 - 1. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
 - 2. Modified and withdrawn proposals may be resubmitted to the Administrator's Office up to the time and date set for the receipt of proposals.
 - 3. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred and twenty days (120) days thereafter.
- J. Comments as to how the proposal documents, scope of services, etc. can be improved are welcome. Offeror(s) requesting clarification or interpretation of or improvements to the proposal general terms, conditions, and scope of services shall make a written request which shall reach the Administrator's Office at least eight (8) days prior to the date set for the receipt of proposals. Any changes to the proposal shall be in the form of a written addendum from the Administrator's Office and it shall be signed by the County Administrator or a duly authorized representative. Each Offeror shall be responsible for determining that all addenda issued by the Administrator's Office have been received before submitting a proposal.

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- K. All proposals received in the Administrator's Office on time shall be accepted. All late proposals received by the Administrator's Office shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the contract.

VII. PROPOSAL RESPONSE FORMAT:

Offeror(s) shall submit a written proposal that presents the Offeror's qualifications and understanding of the work to be performed. Offeror(s) are asked to address each evaluation criterion and to be specific in presenting their qualifications. The proposal should provide all the information considered pertinent to the Offeror(s) qualifications. The Offeror(s) should include in its proposal as a minimum the following:

A. Table of Contents

B. Introduction

1. Cover Letter
2. Proposal Signature Sheet (**Attachment D**)

C. Narrative Summary shall include, as a minimum, the following information as part of their proposals:

1. Project Understanding & Methodology. Briefly describe the understanding of the scope of work to be accomplished and describe the proposed approach to providing the required services. Explain how the project will be organized and steps anticipated. Indicate a timely for required and option tasks. Clearly state your ability to meet or exceed the requested services.
2. Offeror/Staff Experience. Indicate the project manager and each individual with a proposed role in the project. For each individual involved show:
 - a. The role of the individual on this project.
 - b. The corporate affiliation of the individual.
 - c. The projected availability of the individual over the next four (4) months.
 - d. The proportion of the total project effort to be provided by the individual.
 - e. A resume of prior related experience. For each project listed on the individual's resume, indicate the role of the individual on that project, the number of equivalent full-time months worked by the individual on that project, and the recentness of that project.
Resumes of individuals who will not be directly involved with the proposed project should not be included.
3. Additional Firm Experience. Include a brief statement of the Offeror's experience in providing the services stated in the Scope of Services. Include experience of key individuals to be assigned to this contract, emphasizing their experience in working with similar contracts and local governments and school systems. Show only experience directly related to their assigned duties under the proposed contract.
4. References. Provide a list of at least three (3) clients (preferably in Virginia) for whom similar services of similar size and scope have been provided and dates when the service was provided. Include project name, types of services performed, client name, individual contact name, address, telephone number, and e-mail address.

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5. Summary. Include a brief summary of the reasons that the Offeror believes qualify the Offeror to be the most qualified for this project.
6. Pricing. See **Attachment E** to provide pricing breakdown.
7. Sample Reports. Provide a sample report of a project in similar size and scope.

VIII. PROPOSAL EVALUATION/SELECTION PROCESS:

- A. Offeror(s) are to make written proposals which present the Offeror's qualifications and understanding of the work to be performed. Offeror(s) are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate capabilities to provide the required goods/services.
- B. Selection of the successful Offeror(s) will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:
 1. Demonstrated understanding of the tasks and requirements listed in the proposal. *(20 points)*
 2. Expertise, experience, and qualifications of the firm and assigned staff in providing services on projects of similar size and scope. *(10 points)*
 3. Ability to manage projects expeditiously; approach to problem/task resolution; methodology/data gathering techniques and procedures; demonstrated cohesiveness of the project team. *(10 points)*
 4. Additional firm experience to include the variety and extent of related projects. *(10 points)*
 5. Current workload and the ability to manage and complete project within County time constraints. Include proposed organizational and staff plans. *(10 points)*
 6. Conciseness and clarity of proposal organization including relevance of staff to this project. *(10 points)*
 7. References on recent projects. *(5 points)*
 8. Proposed schedule for completion of the work. *(5 points)*
 9. Pricing. *(20 points)*
- C. The County shall engage in individual discussions with two or more Offeror(s) deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required service. These Offeror(s) will be requested to make an oral presentation to a Selection Committee to explain their proposal and answer questions.
- D. At the conclusion of discussion, and on the basis of evaluation factors as stated in the Request for Proposal and all information developed in the selection process to this point, the County and WCPS shall select in the order of preference two or more Offeror(s) whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted; beginning with the two top ranked Offeror(s). If contract(s) satisfactory and advantageous to the County and WCPS can be negotiated at a price considered fair and reasonable, contract(s) shall be awarded to one or more top ranked Offeror(s). Otherwise, negotiations with the said Offeror(s) ranked first shall be

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formally terminated and negotiations conducted with the next Offeror ranked second, and so on until such a contract(s) can be negotiated at a fair and reasonable price. Should the County and/or WCPS determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

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ATTACHMENT A

From Schematic List of Classes

Office Associate	Refuse Site Attendant
Senior Office Associate	Scale Operator
Administrative Assistant	Solid Waste Equipment Operator
Office Manager	Transfer Station Supervisor
Paralegal	Solid Waste Manager
Executive Office Associate/Deputy Clerk to Board	Sanitary District Foreman
Administrative Services Manager	Public Works Director
Project Manager	Custodian
Grants/Special Projects Coordinator	Custodial Supervisor
Human Resources Manager	Maintenance Worker
General Services Director	Equipment Operator
Deputy County Administrator	Maintenance Technician
Assistant County Attorney	Construction Project Coordinator
Assistant Commonwealth's Attorney	Assistant Crew Supervisor
Assistant Registrar	Crew Supervisor
4H Youth Development Educator	Facility Supervisor
Deputy Clerk I	Recreation Supervisor
Deputy Clerk II	Recreation & Aquatics Supervisor
Deputy Clerk III	Recreation & Aquatics Coordinator
Deputy Treasurer I	Asst. Director of Parks & Recreation
Deputy Treasurer II	Director of Parks & Recreation
Deputy Treasurer III	Firefighter/EMT
Chief Deputy Treasurer	Firefighter/Medic
Deputy Commissioner of the Revenue I	Cost Recovery Manager
Deputy Commissioner of the Revenue II	Fire & Rescue Lieutenant
Deputy Commissioner of the Revenue III	Fire & Rescue Captain
Chief Deputy Commissioner of the Revenue	Vol. Recruitment & Retention Coord
Permit Technician	Fire Chief
Permit Center Supervisor	Communications Officer
Building Inspector	Communications Supervisor
Building Plans Reviewer	Deputy Sheriff – Court Security
Deputy Building Official	Deputy Sheriff – Court Security Sgt.
Building Official	Deputy Sheriff – Civil Process
GIS Technician	Deputy Sheriff - Patrol
GIS Administrator	Deputy Sheriff – School Resource
Zoning Officer	Deputy Sheriff – Animal Control
Planner	Deputy Sheriff - Investigator
Planner II	Deputy Sheriff - Sergeant
Planning Director	Deputy Sheriff - Lieutenant
Intensive Supervision Officer	Deputy Sheriff - Captain
Victim Witness Coordinator	Deputy Sheriff – Major

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ATTACHMENT B

Study to include all positions within each category:

Teacher
Instructional Assistant
Administrative Assistant
Head Secretary
Secretary
Automotive Specialist
Maintenance Journeyman
Maintenance
Transportation Mechanic
Cafeteria Manager
Cafeteria Level I
Cafeteria Level II
Bus Driver
Administrator Level I
Administrator Level III
Therapist
Administrator Level V
Speech
Nurse - RN
Level I Specialist
Systems Technician
Social Worker
Maintenance/Transportation Foreman
Miscellaneous
Supplemental

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ATTACHMENT C

INSURANCE SPECIFICATIONS FOR SUCCESSFUL OFFEROR(S)/CONSULTANT

The successful Offeror(s)/Consultant shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the successful Offeror(s)/Consultant, and shall deliver Certificate of Insurance from carriers acceptable to the owner specifying such limits. The Certificate shall show the County of Warren named as an additional insured for the Commercial General Liability, Automobile Liability (including owned, non-owned and hired car coverage), Umbrella Liability, and Professional Liability coverage.

The coverage shall be provided by a carrier(s) rated “Excellent” by A.M. Bests. In addition, the insurer shall agree to give the County 30 days’ notice of its decision to cancel coverage.

1. Workers’ Compensation and Employer’s Liability:
 - Coverage A statutory Virginia limits
 - Coverage B \$100,000 per occurrence
 - Coverage C \$100,000/\$100,000 accident and/or disease
 - All States Endorsement

2. Automobile Liability, including Owned, Non-Owned, and Hired Car Coverage Limits of Liability:
 - Bodily Injury \$1,000,000 each occurrence
 - \$1,000,000 annual aggregate
 - Property Damage \$1,000,000 each occurrence

3. Comprehensive General Liability Limits of Liability:
 - Bodily Injury \$1,000,000 each occurrence
 - \$1,000,000 annual aggregate
 - Property Damage \$1,000,000 each occurrence
 - \$1,000,000 annual aggregate Including Completed Operations/Products.
 - Contractual Liability for specified Agreement (Note 1). Personal Injury. (XCU) Explosion, Collapse and Underground Coverage. Broad Form Property Damage.

4. Professional Liability:
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate

Note 1: Contractual Liability covers the following indemnity agreement: “The successful Offeror(s)/Consultant shall indemnify and hold harmless the owner against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under the contract.”

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ATTACHMENT D

PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the **RFP**. My signature also certifies that by submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF OFFEROR: _____

ADDRESS: _____

FED ID NO: _____

SIGNATURE: _____

NAME (print clearly): _____

TITLE: _____

TELEPHONE: _____

E-MAIL: _____

FAX: _____

DATE: _____

REQUEST FOR PROPOSAL
COMPENSATION AND BENEFITS STUDY
COUNTY OF WARREN, VIRGINIA

ATTACHMENT E

PRICING BREAKDOWN

Provide pricing breakdown as follows:

Compensation Study for County:	\$ _____
Benefits Study for County:	\$ _____
Total Compensation & Benefits Studies for County:	\$ _____
Compensation Study for WCPS:	\$ _____
Benefits Study for WCPS:	\$ _____
Total Compensation & Benefits Studies for WCPS:	\$ _____
Total Compensation Studies only for County & WCPS:	\$ _____
Total Benefits Studies only for County & WCPS:	\$ _____
Total Compensation & Benefits Studies for County & WCPS:	\$ _____