

RFP 19MISC7
CLASSIFICATION PROGRAM AND TRAINING

FACT SHEET

A. **Overview:** This recommendation is to establish a contract with a qualified consultant to provide a classification tool that can be used to evaluate new and existing positions. Sealed proposals were opened on March 14, 2019.

1. **RFP participation:**

28 proposals downloaded
6 companies submitted RFP

2. **Proposals were received from:**

Frank and Associates, Inc., (Crofton, MD)
GRS Consulting, (Bethesda, MD)
Management Advisory Group International, Inc., (Fairfax, VA)
Paypoint HR, LLC, (Davidsonville, MD)
PRM Consulting Inc., (Washington, DC)
The Segal Company (Eastern States) Inc. dba Segal Waters Consulting, (Washington, DC)

3. **Other facts:**

- The contract term will be effective for a one-year period from the date of award through March 30, 2020.
- The consultant will provide an instrument, guidelines and/or process that will allow FCPS to evaluate new or existing positions, utilizing a numerical rating scale to consistently, accurately, and equitably determine position placement on appropriate FCPS salary scale.
- Vendor selection is based on the total score of each vendor's technical and cost proposals, including a demonstration and interview with finalists, and costs.
- This contract will be administered by Tim Thornburg, Director of Human Resources.

4. **Source of funding:** FY19 Approved Operating Budget and contingent upon Board approval of FY20 Operating Budget.

B. **Recommendation:** Staff recommends the contract for RFP 19MISC7, Classification Program and Training, be awarded to The Segal Company (Eastern States) Inc. dba Segal Waters Consulting, (Washington, DC), per the attached Scoring Summary.

C. **Action taken by the Board (Purchasing use only):**

_____ Approved	_____ Denied	_____ Deferred	_____ Other	KM/jc
_____ Date	_____ Date	_____ Date	_____ Date	BOE Meeting: 04.10.19

RFP 19MISC7, Classification and Program Training
Scoring Summary

FIRM	Technical Score (70 Point Max)	Cost Score (30 Points Max)	Total Score
Frank & Associates	61.1	22.15	83.3
Segal Waters Consulting	57.9	30.00	87.9
Pay Point HR	57.9		
Management Advisory Group	56.2		
PRM Consulting Group	51.0		
GRS Consulting	39.5		

	Frank & Associates	Segal Waters
Phase I Deliverables	\$ 57,500.00	\$ 35,000.00
Establish Classification Criteria and Process		
Phase II Deliverables	\$ 17,000.00	\$ 20,000.00
Training and Maintenance		
Total Cost for Phase I and II:	\$ 74,500.00	\$ 55,000.00

KM/JC
BOE Meeting: 5.22.19