



CITY OF RIVIERA BEACH

P.O. DRAWER 10682

RIVIERA BEACH, FLORIDA 33419

DATE: 9 February 2017

RE: Purchasing Recommendation – RFP 824-17-1 Citywide Compensation and Pay Study

Background: This RFP request was for a consultant to provide a comprehensive classification and pay study for the City of Riviera Beach. The scope of services included the following:

- Develop a proposal for a pay program that is fair, equitable, with both public and private employers in the surrounding geographic market area from which the City recruits – in order to attract, motivate and retain quality employees.
- Provide five projects that were of similar scope for comparable organizations – preference is for governmental entities. Include contract information: name, telephone, address, email, description of services performed and date of services provided.
- Complete internal salary relationship analysis including the development of appropriate internal prelateship guidelines. Provide an example of this kind of survey.
- Identify survey market and benchmark classifications and conduct comprehensive market salary surveys of the public sector and targeted private sector organizations. Provide an example of this type of survey.
- Provide an implementation plan that includes options for a phased in approach extending over a two year budget cycle, including projected cost calculations. Provide an example of this kind of implementation plan.
- Evaluate current job classifications, number of job classifications, including additions, deletions, and /or consolidations. Provide an example of this activity.
- Analyze current job description format to be complainant with all applicable state and federal laws such as ADA as amended including environmental, mental, and physical requirements and essential job functions, FLSA, etc. Provide an example of this activity.
- The designed job classification system should also provide for/support succession planning via defining career paths or some other methodology(ies). Provide an example of this activity.
- Provide a manual of instructions and training materials, provide actual training to appropriate personnel to administer the proposed compensation and classification systems; indicate technology required and the availability of software for that purpose. Provide an example of each of these described activities.
- Present, both orally and in a written report, research performed, analyses/methods, findings, and recommendations.

Five firms submitted proposals. The results are as follows:

Combine Average Score & Ranking Order

Ranking Order	EVERGREEN SOLUTIONS, LLC.	MANAGEMENT ADVISORY GROUP INTERNATIONAL, INC.	MGT CONSULTING GROUP	SEGAL WATERS CONSULTING	CODY & ASSOCIATES, INC.
SCORE	70.80	70.00	68.60	67.60	57.30

Combine Oral Presentation Score & Ranking Order

Ranking Order	MANAGEMENT ADVISORY GROUP INTERNATIONAL, INC.	EVERGREEN SOLUTIONS, LLC.
SCORE	18.40	16

Combine Score Evaluation Members & Oral Presentation

Ranking Order	MANAGEMENT ADVISORY GROUP INTERNATIONAL, INC.	EVERGREEN SOLUTIONS, LLC.
SCORE	88.40	86.80

Of the five firms which submitted proposals, the Selection Committee short listed the top two firms for oral presentations. Management Advisory Group International, Inc. and Evergreen Solutions, LLC were both afforded the opportunity to present. After the oral presentation, the Selection Committee recommended Management Advisory Group International, Inc.

Recommendation: Purchasing recommends the award of RFP 824-17-1 to Management Advisory Group International, Inc. Management Advisory Group International, Inc. is a certified M/WBE firm in in the State of Florida. The proposal price is \$40,000. Broward County completed their compensation and pay study in 2015 with Management Advisory Group International, Inc. with excellent results.

Should you have any questions, please do not hesitate to contact me.

Respectfully,



Dean Mealy, II

City Purchasing Manager