

RFP for Personnel Consultant
August 29, 2011

The Town of Sunset Beach is soliciting proposals from qualified personnel consultants for providing a salary study of all town positions by reviewing the Position Classification and Pay Plan and comparing Town pay ranges with those of comparable municipalities in order to ensure that salaries are competitive and maintain internal equity. The consultant selected must have significant experience in doing such studies for municipal governments.

The Town Council will select the firm based on demonstrated experience and expertise in such salary and personnel pay plan studies. The Town of Sunset Beach has 43 full-time employees and 23 position classifications. The Town reviewed and amended where appropriate all of its job descriptions within the last year and also amended its Position Classification and Pay Plan in 2009 and in 2011.

The consultant will analyze each position for appropriate classification and revise and/or create new classifications as necessary. The consultant will estimate implementation costs, if any, of the recommendations provided. Presentation of the results of the study, and a proposed classification and pay plan which will be in both hard copy and digital format will be made by December 31, 2011.

The consultant will be expected to meet with department heads and administration to get an overview of the operation. Questionnaires on job duties and responsibilities will be distributed to all employees for completion and return. The consultant will then meet with one or more employees from each classification. Job specifications will be written according to actual workload and taken to the labor market for comparison. The consultant will develop a classification system including salary ranges which will be presented to the Council for adoption. If adopted, current job descriptions and the personnel policy will be reviewed for ADA compliance, legal issues and effective administration.

Proposal Guidelines

Submit six copies of the response to the RFP to Gary Parker, Town Administrator, Town of Sunset Beach, 700 Sunset Blvd., N., Sunset Beach, NC 28468. The response should include:

1. A brief history of the firm with related work experience.
2. Biography of the individual(s) who will be responsible for the project.
3. List of references of similar organizations for whom you have performed similar services in the last three years and contact information.
4. Detailed description of the approach consultant will take.
5. Proposed price based on the description of the project outlined herein and when and how the Town will be billed. Additional recommendations and services may be considered by the Town as additions to the project on an optional basis. These optional items will be priced separately.

Schedule

Send out Request for Proposals	September 1, 2011
Firms submit Proposals	September 22, 2011
Committee reviews Proposals and makes recommendation to Council	September 23-26, 2011
Council selects Firm	October 3, 2011

All inquiries concerning clarifications of this RFP should be made no later than one week prior to the September 22 Proposal due date. Any material change will be submitted to all consultants through issuance of an addendum.