



## Takoma Park City Council Meeting – November 1, 2017 Agenda Item 2

### Voting Session

Single Reading Ordinance Awarding a Contract for Services to Conduct a Compensation Study

### Recommended Council Action

Adopt the ordinance.

### Context with Key Issues

In an effort to maintain a competitive and sustainable compensation and benefits package for the staff and in compliance with the bargaining agreement between the City and the American Federation of State, County, and Municipal Employees, the City conducts compensation studies every three years. The last compensation study was conducted in 2014.

A Request For Proposals (RFP) from consulting firms with experience conducting compensation studies was posted on October 16, 2017 with an October 27, 2017 deadline for submission. The City received eight proposals in response to its RFP.

The price quoted by each of the respondents ranged from \$31,500 to \$105,232 as indicated below:

Firm Name	Proposal Amount
Evergreen Solutions, LLC	\$48,500
GovHR USA	\$33,750
Management Advisory Group Int'l	\$34,750
Paypoint HR, LLC	\$32,500
Pontifex Consulting Group, LLC	\$31,150
PRM Consulting Group, Inc.	\$105,232
Segal Waters Consulting	\$85,000
Springsted, Inc.	\$74,800

Of the eight proposals received, based on the criteria in the RFP and the City's needs, the City Manager identified Management Advisory Group International, Inc. as the firm believed to be best suited to support efforts in completing a sustainable and competitive compensation plan for staff. Though not the lowest bid received, Management Advisory Group International, Inc. was the lowest bid of those firms which make use of technology to complete job questionnaires, obtain data from similarly situated comparable organizations and use of a system which will allow the Human Resources Department to complete budget forecasting as well as maintain the implemented structure following the conclusion of the project.

### Council Priority

Engaged, Responsive & Service-oriented Government; A Livable Community for All

**Environmental Impact of Action**

Use of this firm's services is expected to reduce the amount of paper required to complete the surveys as their program is designed for mostly online use by respondents.

**Fiscal Impact of Action**

Funds for the compensation study in the amount of \$50,000 were included in the FY 18 budget. Adoption of the resolution will cause a savings of \$15,250 which will be a positive fiscal impact.

**Racial Equity Impact of Action**

The compensation study will recommend fair pay for the various positions in City government. Of 164 City full and part time staff, 80 (48%) are people of color.

**Attachments and Links**

Draft Ordinance

Introduced by:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2017-\_\_**

**AUTHORIZING A CONTRACT FOR PROFESSIONAL CONSULTING SERVICES  
ASSOCIATED WITH A COMPENSATION SURVEY FOR EMPLOYEES OF THE CITY OF  
TAKOMA PARK**

- WHEREAS, the City seeks to conduct a compensation survey to update the City's compensation structure; and
- WHEREAS, the Human Resources Department posted a Request for Proposals for experienced and qualified firms to submit a proposal to conduct the survey; and
- WHEREAS, the Department received eight responses from qualified firms each outlining their services, process and price structure for the survey; and
- WHEREAS, references were confirmed for each of the top two firms; and
- WHEREAS, the firm Management Advisory Group International, Inc. has demonstrated the qualities and experience sought for the survey and provided a cost savings as compared to four of the other firms; and
- WHEREAS, the City Manager has approved the selection of Management Advisory Group International, Inc. for Council approval; and
- WHEREAS, funding for the services of Management Advisory Group International, Inc. during fiscal year 2018 is available in the Fiscal Year 2018 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

SECTION 1. The City Manager is authorized to enter into a contract with Management Advisory Group International, Inc, for the not-to-exceed amount of \$34,750 for consulting services related to the Compensation Survey for City Staff.

SECTION 2. This ordinance shall become effective upon adoption.

Adopted by roll-call vote this \_\_\_ day of November, 2017 as follows: