



## City of Hallandale Beach City Commission Agenda Cover Memo

| Meeting Date:                                                    |                                        | Item Type:                                                                                                                                  | 1 <sup>st</sup> Reading     | 2 <sup>nd</sup> Reading                          |
|------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------|
| <b>2/16/2022</b><br><br>File No.:<br><br><b>22-049</b>           |                                        | <input checked="" type="checkbox"/> <b>Resolution</b><br><input type="checkbox"/> <b>Ordinance</b><br><input type="checkbox"/> <b>Other</b> | Ordinance Reading           | <b>N/A</b>                                       |
|                                                                  |                                        |                                                                                                                                             | Public Hearing              | <input type="checkbox"/>                         |
|                                                                  |                                        |                                                                                                                                             | Advertising Required        | <input type="checkbox"/>                         |
|                                                                  |                                        |                                                                                                                                             | Quasi Judicial:             | <input type="checkbox"/>                         |
| Fiscal Impact (\$):                                              |                                        | Account Balance (\$):                                                                                                                       | Funding Source:             | Project Number :                                 |
| <b>N/A</b>                                                       |                                        | <b>N/A</b>                                                                                                                                  | <b>N/A</b>                  | <b>N/A</b>                                       |
| Contract/P.O. Required                                           |                                        | RFP/RFQ/Bid Number:                                                                                                                         | Sponsor Name:               | Department:                                      |
| <input type="checkbox"/> Yes                                     | <input checked="" type="checkbox"/> No | <b>RFP # 2021-2022-002</b>                                                                                                                  | <b>Radu Dodea, Director</b> | <b>Human Resources/Risk Management</b>           |
| Strategic Plan Focus Areas:                                      |                                        |                                                                                                                                             |                             |                                                  |
| <input type="checkbox"/> Finance & Budget                        |                                        | <input checked="" type="checkbox"/> Organizational Capacity                                                                                 |                             | <input type="checkbox"/> Infrastructure/Projects |
| Implementation Timeline:                                         |                                        |                                                                                                                                             |                             |                                                  |
| Estimated Start Date: 2/16/2022    Estimated End Date: 9/30/2022 |                                        |                                                                                                                                             |                             |                                                  |

### SHORT TITLE:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO REJECT RFP #FY2021-2022-002 CLASSIFICATION AND COMPENSATION STUDY; AUTHORIZING THE CITY MANAGER TO PROCEED IN THE BEST INTEREST OF THE CITY FOR PROCURING THE REQUIRED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

### STAFF SUMMARY:

**Summary:**

This item seeks your approval to adopt the attached Resolution rejecting RFP # FY 2021-2022-002 Classification and Compensation Study ("the RFP") due to the determination of the Evaluation Committee that the single respondent did not meet the minimum qualification requirement, and therefore, has been deemed non-responsive; and to provide City Manager authorization to proceed in the best interest of the City to obtain the services required.

### **Background:**

The RFP was released in order to obtain the services of a qualified firm or individual to perform a comprehensive study of the City's job classifications and compensation, as well as to provide recommendations to the City for implementation of proposed changes. Also included was the review of the existing pay plan by performing market analysis, as well as an internal equity review of compensation.

A thorough review of the current classification and compensation system is needed for approximately 200 non-sworn positions (general employees, unrepresented, management and part-time). The City has undergone several reorganizations, however an overall review of its compensation and classification system has not been performed in at least the past 5 years. For an organization to motivate and retain skilled employees, it needs to ensure its compensation system is competitive.

Compensation is one of the most visible components of an organization's competitiveness and is considered vitally important to employees. It is also critical for organizations to have clear policies and practices for compensation which recognize employee contributions, are internally and externally equitable, and legal.

A classification and compensation study balances internal equity (the relationship of positions to each other within the organization) and external equity (the relationship of positions to the external labor market). The study also evaluates the City's current job descriptions and the potential need to perform edits and/or major re-writes to improve the utility of the documents as primary sources of information for talent management, performance appraisal, recruitment and retention. The study also enhances the City's ability to more effectively comply with statutory requirements regarding pay equity legislation.

The City released the RFP on November 10<sup>th</sup>, 2021 to select the most qualified vendor. The release notice for the RFP was sent via email to over eight hundred and fifty (850) vendors including vendors from the City's Vendor list. Furthermore, the RFP was advertised in the Hallandale Beach Chamber of Commerce website, the City's website, Demandstar.com, City's Social Media pages, Miami Minority Business Development Agency Business Center, U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

### **Current Situation:**

On November 22<sup>nd</sup>, 2021, an in-person non-Mandatory Pre-Proposal Conference was held. No firms attended. On January 6<sup>th</sup>, 2022, the City received one (1) response to the RFP solicitation from Manpower Group.

The Evaluation Committee, was comprised of Noemy Sandoval, Assistant City Manager, Sharon Ragoonan, Assistant City Manager, Radu Dodea, Human Resources/Risk Management Director, Minerva Ozuna, Risk Management Specialist, and Chanel Jackson, Assistant Director of Human Services.

The Minimum Qualification Requirements (MQR) for this RFP were:

1. MQR 1
  - a. Proposer must be incorporated through Sunbiz with a status of "Active".
  - b. Proposer must provide a copy of Proposer's Sunbiz report showing a date filed of year 2021 or earlier.
2. MQR 2

- a. Proposing Firm must have completed three (3) different projects with other municipalities/government agencies of similar size and scope as requested in the RFP since 2018.
- b. Proposing Firm must demonstrate experience with compensation systems, including pay studies for municipal government, municipal utilities, and jobs not represented and represented by labor unions, including job evaluation, market pricing and salary structure design and implementation. Firm to describe in detail in the RFP chart and provide any additional descriptions to meet this MQR by labeling it correctly in their proposal.
- c. Firm must demonstrate that its compensation systems have been successfully implemented in at least three (3) large-scale operations. Firm to describe in detail in the RFP chart and provide any additional descriptions to meet this MQR by labeling it correctly in their proposal.
- d. Proposer must provide proof of the completed three (3) Projects since 2018 using the RFP charts.
- e. Information provided by the Proposer, for the projects listed, must have been the same as the services/projects provided within the Reference Form submitted.

The Evaluation Committee held an in-person meeting on January 26<sup>th</sup>, 2022 at 10:00 AM in the City Commission Chambers to evaluate the proposal. Based on the documentation provided, the Evaluation Committee determined unanimously that MQR #2 was not met. The proposal did not satisfy MQR # 2a, # 2c and #2d. Therefore, the firm has been deemed non-responsive.

**Why Action is Necessary:**

Pursuant to City of Hallandale Beach Code of Ordinances, Chapter 23, Section 23-12, Procedures for purchases in excess of \$50,000, (4) Rejection of Bids, the City Commission may authorize City Manager to:

- a) reject all bids; or
- b) reject all bids and re-advertise, pursuant to the procedure prescribed in the Code.

**Cost Benefit:**

A comprehensive study of the City's job classifications and compensation is required to ensure internal and external equity, as well as enhance the City's recruitment and retention competitiveness to avoid unanticipated personnel costs due to turnover and other associated factors.

**PROPOSED ACTION:**

The City Commission consider the attached Resolution and and provide City Manager authorization to proceed in the best interest of the City to obtain the services required.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution  
Exhibit 2 – RFP # FY 2021-2022-002  
Exhibit 3 – Procurement Department Award Information Memorandum

Prepared By: Radu Dodea  
Radu Dodea  
Human Resources/Risk Management Department

Reviewed By: Noemy Sandoval  
Noemy Sandoval  
Assistant City Manager

Approved By: Jeremy Earle  
Dr. Jeremy Earle  
City Manager