


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** January 26, 2022

**TO:** Radu Dodea | Director of Human Resources/Risk Management

Note: All parties below will only receive the award information memorandum via email.

**CC:** Dr. Jeremy Earle, City Manager  
Noemy Sandoval, Assistant City Manager  
Sharon Ragoonan, Assistant City Manager

**FROM:** Andrea Lues, Procurement Director 

**SUBJECT: AWARD INFORMATION MEMORANDUM RFP # FY 2021-2022-002 COMPENSATION & CLASSIFICATION STUDY**

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This project continues to be under a Cone of Silence. There is to be no communication with any of the firms until the date and time of the City Commission meeting when the award or rejection of the solicitation will be made.

If you have any questions on any of the items below, please make sure you contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project the following documents have been saved in the City Common Folder/ Procurement/ RFP Name/ Award Information Memo:

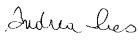
1. Summary Rating Sheet
2. One (1) Proposal received in response to this RFP
3. Award Information Memorandum
4. RFP Solicitation
5. Addendums #1 - #2
6. Non-Mandatory Pre-Proposal Conference sign-in sheet, which was held on November 22, 2021 at 11:00 AM
7. City Clerk's List of proposing firm on January 6, 2022
8. Evaluation Committee Meeting sign-in sheet, which was held on January 26, 2022 at 10:00 AM
9. Word version of the Agreement released with the RFP for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed

**Duties and Responsibilities:**

- a. The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission. Contact the City Clerk if there are any questions on the agenda process.

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- b. In order to make the determination for award of contract to the highest ranked, responsive and responsible Firm, the Project Manager and Department Director must review the following:
- i. All the information provided for this Project through this award information memorandum.
  - ii. The Variance form for the recommended Firm to ensure you address and discuss ranked firm's variance form with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm proposed variances.
  - iii. The Legal Proceedings form to ensure you address and discuss the responsive and responsible Firm's Legal Proceedings with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm provided legal proceedings.
  - iv. Ensure the recommended responsive, responsible firm can:
    - Perform the services outlined in the RFP based on the Minimum Qualification Requirements (MQRs) of RFP the document and/or addenda, as applicable.
    - Can perform the scope of work as requested by the RFP.
  - v. Review all references provided to ensure the Firm's ability to perform the scope of work.

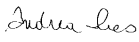
1. **Agenda Process:**

As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:

- a. Award Information Memorandum
- b. RFP
- c. Recommended Firm's proposal
- d. Recommended Firm's variances,
- e. Recommended Firm's Legal Proceedings,
- f. All backup required by City Attorney to prepare the resolution

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- g. Agenda Cover Memo
- h. All backup referenced in the Agenda Cover Memo
- i. Any documents requested by the City Attorney

2. **Rejection of responses to the RFP:**

If the RFP is to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.

3. **Attendance of recommended Firm(s) to the City Commission meeting:**

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested** by the Department Director and/or the Project Manager. You **must** email the Procurement Director if the Firm(s) are to be invited and advise of the date of the City Commission Meeting.

4. **Negotiation of Agreement:**

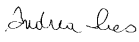
The Project Manager and the Department Director may proceed with contract negotiations **after** the Resolution for recommendation of award of contract has been executed. **All insurance and bonding requirements, if any, must be in place prior to commencement of the project.**

5. **Legal Proceedings Form - Submitted:**

The only proposed firm **submitted** Legal Proceedings with their proposal. The Legal Proceeding Form was submitted to Legal through an ISR. Ensure to read and review the ISR which is saved in the Common Folder. The Legal Proceedings Form for the Firm recommended for award of contract must be addressed, by the Project Manager/Department Director **prior** to recommending award of contract through the City Commission. This is recommended to be done through the City Attorney and Risk Manager, prior to the recommendation of award being brought to the City Commission. The information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

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6. **Variance Form - Submitted:**

The Project Manager and Department Director must review the **submitted** Variance Form for the Firm, prior to writing the agenda item for recommendation of award of contract. Ensure you have addressed and discussed with the City Attorney **before** requesting recommendation for award of contract through the City Commission. The Variance information for the Firm must be provided to the City Attorney with the documents submitted to create the Resolution. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

7. **References:**

With the Firm's proposal there are references provided. The Project Manager and Department Director must review the references provided for the Firm that is recommended for award of contract **prior** to bringing a recommendation for award to the City Commission.

8. **Agreement for execution:**

After the Resolution has been approved by City Commission the Project Manager is to fill out the Agreement with the pertinent information, and proceed with contacting the City Attorney's office to follow the process for execution of the agreement.

Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided to the Department Director/Project Manager in a word version. There are sections within the Agreement that the Project Manager must complete as required.

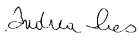
9. **Release Date of the RFP – November 10, 2021:**

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. The RFP was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. City Social Media pages,

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- e. Miami Minority Business Development Agency Business Center,
- f. U.S. Small Business Administration,
- g. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

10. **In Person Non-Mandatory Pre-Proposal Conference held on November 22, 2021:**

No (0) firms attended the Pre-proposal Conference in person. The last day for questions for this project was December 3, 2021 by 11:00 AM.

11. **Responses due date January 6, 2022:**

The proposals due date was January 6, 2022 by no later than 11:00 a.m.

12. **Evaluation Committee met in-person on January 26, 2022:**

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Sharon Ragoonan, Assistant City Manager
- Radu Dodea, Human Resources/Risk Management Director
- Minerva Ozuna, Risk Management Specialist
- Noemy Sandoval, Assistant City Manager
- Chanel Jackson, Assistant Director of Human Services

13. **One (1) Proposal Received:** Below is the synopsis of the proposal received.

**Manpower Group - NON-RESPONSIVE MQR #2**

**MINIMUM QUALIFICATION REQUIREMENT (MQR) #1: ACTIVE SUNBIZ:**

- a. Proposer must be incorporated through Sunbiz with a status of "Active".
- b. Provide a copy of Proposer's Sunbiz with your response showing a date filed of year **2021** or earlier.

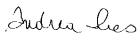
**Yes, provided and met.**

**MINIMUM QUALIFICATION REQUIREMENT (MQR) #2: PREVIOUS EXPERIENCE:**

- 2a. Proposing Firm must have **completed three (3) different projects with other municipalities/government agencies** of similar size and scope as being requested in this RFP **since 2018.**

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- 2b. 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 chart below and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal.
- 2c. 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 chart below and provide any additional descriptions to meet this MQR by labeling it correctly in you proposal.
- 2d. **Proposer must provide proof of the completed three (3) Projects since 2018 using the charts below.**
- 2e. Please note that the information for the projects below must be the same as the services/projects provided within the [Reference Form](#).  
**Yes, provided.**

**\* Evaluation Committee determined unanimously that MQR #2 was not met. The proposal did not satisfy 2a, 2c nor 2d. The firm has been deemed non-responsive.**

14. **Proposal Received:**

	PROPOSING FIRM	LEGAL PROCEEDINGS	VARIANCES	REFERENCES
1	Manpower Group* Allison Kerska 1200 South Pine Island Road, Plantation, FL 33324 248.606.2201 <a href="mailto:allison.kerska@manpowergroup.com">allison.kerska@manpowergroup.com</a>	NONE	NONE	NON-RESPONSIVE

Prepared by: Kyle Vohwinkel, Senior Procurement Specialist