



REQUEST FOR QUOTE (RFQ) CLASSIFICATION AND COMPENSATION REVIEW

ISSUED:
RFQ No. 22-0301

1. OVERVIEW

CareerSource Pinellas is soliciting quotes from qualified and experienced individuals; management teams; nonprofits; for profits; employment agencies; educational institutions; business/economic development associations; governmental or other eligible entities to provide **Classification and Compensation Study** services (the “Services”) to CareerSource Pinellas. The Services will assist CareerSource Pinellas to ensure compliance with all federal and state laws, and policies and procedures prescribed by CareerSource Pinellas.

A. RFQ Timeline

Action	Date
Issue RFQ	March 1, 2022
Responses to RFQ Due	March 25, 2022, at 5:00 PM
Proposal review and evaluation	March 28 – April 1, 2022
Committee Approval	April 7, 2022
Contract Negotiations	April 8, 2022
Contract Start	As soon as contract signed

CareerSource Pinellas is funded entirely by federal grants. Accordingly, 100% of the cost will be financed with federal funding from the US Departments of Labor, Health and Human Services and Agriculture as part of awards totaling approximately \$10,265,000.

B. Proposal Submission

Quotes must be received no later than March 25, 2022, at 5:00 PM. Proposals may be sent via U.S. Mail, Courier, Hand Delivered or emailed to the location and individual indicated below:

CareerSource Pinellas
Attn: Steven Meier, Interim CEO
13805 58th Street North, Suite 2-140
Clearwater, FL 33760

If emailing a Response, it must be submitted as a single .pdf document, inclusive of all attachments and be submitted to: rfp@careersourcepinellas.com.

2. BACKGROUND OF ORGANIZATION

WorkNet Pinellas, Inc. dba CareerSource Pinellas, is a 501(c)(3) non-profit organization. CareerSource Pinellas entered into an interlocal agreement with Pinellas County Board of County Commissioners (BCC) to provide workforce services for all programs under the federal Workforce Innovation and Opportunity Act (WIOA). CareerSource Pinellas is certified to serve as Region 14 Local Workforce Development Board for Pinellas County by the Florida Governor, whose responsibility has been delegated to CareerSource Florida, Inc., the state workforce board. This public-private partnership supports and promotes economic growth through workforce development. CareerSource Pinellas is one of twenty four local workforce development boards in Florida.

3. SCOPE OF SERVICE

A. Purpose

CareerSource Pinellas is seeking proposals from qualified individuals/organizations to conduct a benchmark compensation study and make recommendations to update our compensation structure. The product of the study will include recommendations for a comprehensive Compensation Review Report, job titles and job descriptions.

The purpose is to ensure that all positions with CareerSource Pinellas are internally equitable and externally competitive. The study is to address changes in

operations and staffing which may have affected the type, scope, and level of work performed and to ensure CareerSource Pinellas offers competitive salaries and compensation compared to the marketplace and that job descriptions and job titles align with work and best practices.

In February 2019, a consultant was retained by CareerSource Pinellas to conduct a Compensation Review. The review was designed to focus on salary range equity externally, as well as internal structure of position titles. CareerSource Pinellas classification system currently has 15 position titles (exempt/non-exempt). All positions have detailed job descriptions. Currently, CareerSource Pinellas has approximately 40 employees with up to 50-55 approved positions.

B. Goals & Objectives

CareerSource Pinellas' objectives for the classification and compensation studies are to:

- Attract, recruit, and retain qualified employees.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together within the same recommended pay grade levels.
- Provide salary or full-time hourly wages commensurate with assigned duties, required skills, and required education including certification. Individual duties, responsibilities, and educational levels should be reviewed to ensure alignment with job title and description requirements.
- Clearly outlined promotional opportunities and provide recognizable compensation growth.
- Provided justifiable pay differential between individual job titles including those with clearly defined career progressions to higher levels.
- Maintain a competitive market position with other comparable not-for-profit, education, government, human services, and provide sector employers within the state and regional areas as appropriate for each position.
- Ensure administrative policies and/or practices support the development and implementation of an equitable and competitive compensation system.

The prospective vendor shall plan on meeting with Leadership and any designated key personal at the: 1) project initiation 2) presentation of the classification study 3) initiation of the compensation study 4) presentation of the compensation study. The final presentations will be to the Compensation Committee and to the Board of Directors.

4. QUALIFICATIONS AND REQUIREMENTS

Respondents must meet all of the minimum qualifications outlined below and provide the outlined information:

- Has provided services similar in nature, scope and complexity for at least 3 years;
- Overall experience in human resource consulting services. Describe the Proposer's recent local and regional experience similar to the type of services

requested by CareerSource Pinellas.

- Identify supervisors and staff who will work on the team.
- Attach resumes that demonstrate relevant experience for each person assigned to the team.
- Describe the process for preparing and issuing comprehensive narrative reports and follow-up reports.
- Describe the process for conducting follow-up activities to determine whether appropriate corrective actions were completed and documented.
- Describe the review process that will be used to ensure CareerSource Pinellas internal procedures are being followed for compliance with the federal, state and local directives and policies.
- Describe the review process that will be used to ensure CareerSource Pinellas conflict of interest guidelines, by-laws and board quorums, are in conformance with all applicable laws, regulations and procedures.
- Include an itemized budget for services and fees. Payment under the contract will be cost reimbursement. Provider shall be reimbursed for all approved allowable, allocable, and necessary costs incurred for contract-related expenses as itemized in the contract budget.

In addition, CareerSource Pinellas is seeking respondents that have the following characteristics:

- Direct experience, and extensive knowledge of the federal workforce system and the programs and services associated therewith.
- Demonstrated innovation in addressing workforce human resource needs.
- Record of meeting or exceeding contracted performance measures.

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Appendix A–References

Respondent must include a list of references. Respondent shall provide examples of prior experience and past performance of similar projects. Reference names and addresses, telephone and facsimile numbers should be included. Also, contact information for a person that is qualified to discuss Respondent’s performance must be included. CareerSource Pinellas reserves the right to contact any person(s) or organization(s) who is familiar with the work of Respondent to document the qualifications and successful experiences of Respondent, as well as to solicit character references.

Reference No. 1	Reference No. 2	Reference No. 3
Organization Name:	Organization Name:	Organization Name:
Address:	Address:	Address:
Key Representative Name:	Key Representative Name:	Key Representative Name:
Title:	Title:	Title:
Phone:	Phone:	Phone:
Email:	Email:	Email:
Services Provided:	Services Provided:	Services Provided: