

11.D.2



**AGENDA REPORT  
May 22, 2018**

**Pay and Classification Plan Study**



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May 22, 2018**

**Pay and Classification Plan Study**

**SUBJECT:**

Accept Selection Committee Rankings and Authorize Negotiation with Selected Firm Re: Pay and Classification Plan Study.

**FISCAL IMPACT:**

Fiscal Impact: To be Determined based on final negotiations. Contract for services not to exceed \$60,000.

**DEPT/OFFICE:**

Central Services

**REQUESTED ACTION:**

It is requested that the Board accept the rankings of firms responding to Request for Proposal #P-3-18-09, Consultant for Pay Classification Study; authorize the Human Resources Director and County Manager to negotiate and execute contract documents necessary to secure the services with the number one ranked firm, Evergreen Solutions, LLC.

**SUMMARY EXPLANATION and BACKGROUND:**

On January 9, 2018 the Board of County Commissioners approved soliciting Request for Proposals for a Pay and Classification Plan Study in an effort to obtain information necessary to evaluate and address Brevard's Pay and Classification Plan.

A total of six (6) proposals were received by the February 19, 2018 deadline. On March 29, 2018 a Selection Committee comprised of Jerry Visco, Director of Human Resources; Karen Conde, Human Resources Personnel Manager; and Cecila Burke, Brevard County Clerk of Courts Human Resources Director Resources reviewed and scored the responses resulting in a short list of two (2) finalists to be interviewed on April 26, 2018.

At the conclusion of the interviews, the Selection Committee ranked the two (2) firms and approved a motion recommending to the Board that Evergreen Solutions, LLC be selected as the Consultant for the pay and classification study.

It is requested the Board approve this recommendation and authorize the Human Resources Director and County Manager to negotiate and execute an agreement with Evergreen Solutions, LLC to provide consulting services for a pay classification study. As stated in the Request for Proposals, negotiations will be conducted with the number one ranked firm. In the event negotiations are unsuccessful, negotiations with Evergreen Solutions will cease and the committee will progress to the second ranked firm.

**ATTACHMENTS:**

**Description**

- **Ranking Sheets**



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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May 23, 2018

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item II.D.2., Classification Plan Study

The Board of County Commissioners, in regular session on May 22, 2018, accepted the rankings of firms responding to the Request for Proposals #P-3-18-09, Consultant for Pay Classification Study; and authorized the Human Resources Director and you to negotiate and execute contract documents necessary to secure the services with the number one ranked firm, Evergreen Solutions, LLC.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/ds

cc: Human Resources Director  
Finance  
Budget



**SELECTION COMMITTEE CONSOLIDATED EVALUATION SCORESHEET**

Any questions regarding the content of this notice should be directed to *Leslie Rothering* at (321) 617-7390

MEETING DATE: April 26, 2018 @ 1:00 pm

POSTING DATE: April 27, 2018 @ 12:00 pm THROUGH: May 4, 2018 @ 5:00 pm

POSTED BY: *L. Rothering*

▼ Committee Member ▼	Cody and Associates, Inc.	Evergreen Solutions, LLC
Jerry Visco	2	1
Karen Conde	2	1
Cecila Burke	2	1
<b>TOTAL POINTS</b>	<b>6</b>	<b>3</b>
<b>RANKING</b>	<b>1</b>	<b>2</b>

The Selection Committee completed the review and evaluation of the proposal submittals for the above referenced solicitation. The Purchasing Services Office hereby provides notification of Rankings based on the decision of the Selection Committee in order as follows:

LIST OF FIRMS IN RANK ORDER: (1) Evergreen Solutions, LLC (2) Cody and Associates, Inc.

Selection Committee voted 3-0 to negotiate with #1 ranked proposer Evergreen Solutions, LLC. If the County cannot negotiate a successful contract, the County may terminate said negotiations and begin negotiations with the next highest ranked proposer.

*Brevard County encourages prompt and fair handling of all complaints and disputes with the business community. Filing of any disputes and appeals shall be in accordance with procedures specified in bid documents.*

**RANKING SHEET for - PROPOSAL # P-3-18-09**  
**Consultant for Pay Classification Study**

MEETING DATE: March 29, 2018  
 Posting Date: 03/29/18 - 4/5/18

POSTED BY: Leslie Rothering

**Selection Committee Member**

Proposers	Jerry Visco	Karen Conde	Cecila Burke	TOTAL	RANK
Cody and Associates	2	2	1	5	2
Evergreen Solutions, LLC	1	1	2	4	1
Gallagher Benefit Services, Inc.	6	6	6	18	6
Management Advisory Group International Inc.	4	4	3	11	3
MGT Consulting Group	5	3	5	13	5
Paypoint HR	3	5	4	12	4

The Selection Committee completed the review and evaluation of the proposal submittals for the above referenced solicitation. The committee short-listed and are inviting the following top two (2) firms to give a presentation to the selection committee:

- #1 - Evergreen Solutions
- #2 - Cody and Associates

**Brevard County encourages prompt and fair handling of all complaints and disputes with the business community. Filing of any disputes and appeals shall be in accordance with procedures specified in bid documents.**