

# NORTHAMPTON COUNTY COUNCIL - EASTON, PA

Ordinance No.                      SESSION    2022                      Bill No.    825

Introduced by John P. Goffredo and Thomas A. Giovanni on September 1, 2022

Enacted    Effective

**TITLE:**            AN ORDINANCE ISSUING A REQUEST FOR PROPOSALS SEEKING BIDDERS TO CONDUCT A WAGE AND BENEFIT ANALYSIS FOR NORTHAMPTON COUNTY

**WHEREAS,** in 2007, then County Executive John Stoffa presented to Northampton County Council a contract to engage the Hay Group to perform a county salary survey, including but not limited to, wages and benefits ("Hay Study"); and

**WHEREAS,** Northampton County Council desires to engage in a current total compensation study to update the data, and conclusions as provided in the 2007 - 2008 Hay Study, additionally adding an analysis of total compensation including wage and benefit programs; and

**WHEREAS,** on April 7, 2022, County Council adopted resolution No. 46-2022 requesting the Procurement Officer prepare and create a bid process to award a contract to a qualified bidder regarding a study of the total compensation system for Northampton County; and

**WHEREAS,** Northampton County Council requests that the following topics be reviewed, including but not limited to: wage and benefit comparison across other Class 3 counties in the Commonwealth of Pennsylvania; wage and benefit comparison with regional entities of similar size and economics; and an overall comparison of wages and benefits for comparable positions; and

**WHEREAS,** Northampton County Council is desirous of a request for proposal being issued seeking qualified bidders to conduct a wage and total compensation analysis of its employees; and

**WHEREAS,** Northampton County Council through this request for proposal seeks to evaluate total compensation for comparable public job classifications, employee total compensation as

compared to similar municipal government employers, local employers, and to incorporate private sector data from existing survey sources into the final analysis; and

**WHEREAS**, Northampton County Council requests this pay analysis to be obtained by request for proposal to include but not be limited to, a review of internal equity across Northampton County; and

**WHEREAS**, Northampton County Council is desirous of all County employees and departments, to fully cooperate with this county salary survey; and

**WHEREAS**, Northampton County Council attaches Exhibit "A" made a part hereof and intended to become a part hereof, and incorporates its terms and conditions; and

**WHEREAS**, Northampton County Council reserves the right to accept or reject any and all proposals, to waive any irregularities, and to make an award that is determined solely by Northampton County Council to be in the best interest and welfare of Northampton County; and

**WHEREAS**, Northampton County Council shall not be responsible for nor will it be required to reimburse any firm or consultant for any costs incurred in the preparation of and/or the submission of a proposal.

**NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED** by the Northampton County Council that:

1. The request for proposal attached hereto and marked as Exhibit "A" seeking qualified bidders to conduct a wage and total compensation analysis for the County employees is hereby adopted.

2. All departments and employees of Northampton County shall fully cooperate and assist any qualified bidder selected to conduct the county salary survey.

3. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed in so far as the same affects this Ordinance.

4. Officers and personnel of Northampton County are hereby authorized and empowered to take all such further action, including any necessary transfer of funds, and to execute any additional documents as they may deem appropriate to carry out the purpose of

this Ordinance.

This ordinance was advertised on the \_\_\_\_ day of \_\_\_\_\_  
2022 and was adopted by the Northampton County Council on the \_\_\_\_  
day of \_\_\_\_\_ 2022.

ATTEST:

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Linda M. Zembo  
Clerk to Council

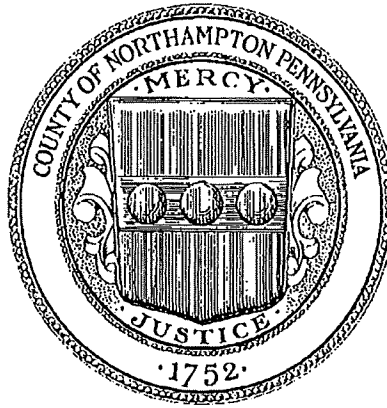
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Lori Vargo Heffner  
County Council President

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Lamont G. McClure  
County Executive

# THE COUNTY OF NORTHAMPTON



## RESOLUTION

Number 46-2022

WHEREAS, in 2007, then County Executive Stoffa presented Northampton County Council with a contract to engage the Hay Group to perform a County Salary Survey; and

WHEREAS, Northampton County Council desires to engage in a pay study to update the data and suggestions provided in the 2007-08 study; and

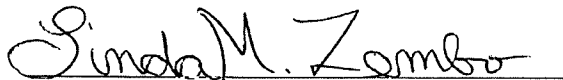
WHEREAS, Northampton County Council seeks the following topics to be reviewed, including but not limited to a wage comparison across other Class 3 Counties, a wage comparison with regional entities of similar size and economics, and a general overall comparison of wages and benefits for comparable positions; and

WHEREAS, the Northampton County Council wishes to request competitive proposals for the review of the current County-wide job compensation system through the use of a Request for Proposal.

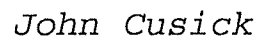
NOW, THEREFORE, BE IT RESOLVED Northampton County Council requests that the Procurement Officer prepare and create a bid process to award a contract to a qualified bidder regarding study of the job compensation system for Northampton County.

ATTEST:

INTRODUCED BY:



Linda M. Zembo  
Clerk to Council



The above resolution was adopted by the Northampton County Council at the meeting held April 7, 2022.

(J:\2022\res\res46-2022)



## COUNTY OF NORTHAMPTON OFFICE OF COUNTY COUNCIL

Dear Professional Consultant/Firm:

This Request for Proposal (RFP) is being issued by the County of Northampton, Pennsylvania, County Council seeking qualified bidders to conduct a wage and total compensation analysis or benchmarking of its employees across comparable public sector employers. The requested analysis shall include wage and benefit plans that are components of employee compensation. This analysis shall illustrate total compensation for comparable public job classifications, employee total compensation shall be compared to similar municipal government employers, local employers, and incorporate private sector data from existing survey sources into the final analysis. This analysis shall include and review internal equity across the County.

This RFP seeks proposal responses to provide professional consulting services as outlined above and in addition to what is described further in this document. Please refer to the enclosed scope of work and deliverables and consult the submittal format section to follow in developing and providing your response.

The final date for submitting a proposal is **October 17, 2022 at 4:00 P.M.** to: Kathryn Anderson, Procurement Officer, County of Northampton, 2<sup>nd</sup> Floor, 669 Washington Street, Easton, PA 18042. Your proposal envelope must be sealed and clearly marked **“Consulting Services Proposal-Compensation”** so that no error in opening may occur. In the alternative, you may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to: [kanderson@northamptoncounty.org](mailto:kanderson@northamptoncounty.org). Indicate in the subject line that a sealed proposal for Consulting Services-Compensation is attached.

The County Council of County of Northampton reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined solely by the County Council of County of Northampton to be in the best interest of the County. The County Council will not be responsible for nor will it be required to reimburse any firm or consultant for any cost incurred in the preparation of and submission of a proposal.

On behalf of the County of Northampton, we appreciate your interest and effort in providing a proposal for consideration.

Sincerely,  
Lori Vargo Heffner  
President, Northampton County Council

Kathryn Anderson  
Procurement Officer

## **SECTION 1 • INTRODUCTION/OVERVIEW**

### *A. PROFILE OF THE COUNTY AND ITS SERVICES*

The County of Northampton (County) was organized in 1752 and is located in the southeast corner of Pennsylvania. The 2020 census recorded a population of 314,921. The County's major population areas include the Cities of Bethlehem and Easton, as well as Bethlehem and Palmer Townships. The County is adjacent to New Jersey and within short commuting distance to both New York City and Philadelphia. The County seat is located in the City of Easton. The County of Northampton is empowered to levy a property tax, the primary source of funding, on both real and personal property located within its boundaries. This source of funding provides approximately \_\_\_% of the general fund's revenues. The governmental structure of the County is based upon the State Constitution and the Home Rule Charter adopted in 1978. The County's legislative body, and its administrative body for many functions, is the County Council. The Council consists of nine commissioners; four of whom are elected by direct vote from single-member districts every even numbered year; and five of whom are elected at-large. In addition to the County Council, there are additional elected officials serving the County in judicial, administrative, or staff roles. The County of Northampton provides a full menu of public services to County residents, businesses and visitors including those in the following areas of interest: public safety and justice, emergency preparedness and response, housing and homelessness, public and environmental health, children's well-being, civic infrastructure, and support services. The County also supports cultural and recreational programs and services with a library system, historical museums, and parks and recreation amenities.

### *B. MANAGEMENT AND FINANCES OF THE COUNTY*

Northampton County is governed by a board of nine County Council members (Commissioners) elected every four years by the voters. The Council is permitted to adopt resolutions and ordinances to carry out and regulate the affairs of the County including rules and regulations regarding the use of County property. All phases of financial administration, except final audit, also rest with Council. Council is responsible for adopting a budget each calendar year. The budget includes setting real estate tax rates and fees to raise the funds needed to meet the needs of the County budget.

Counties are required by Pennsylvania law to provide certain services to their citizens. Each county performs a wide range of different functions including community development, environmental planning, overseeing elections and providing a wide array of human services. To fund these important programs, counties rely on taxes based on the value of real estate in the community. Many social programs are primarily funded by federal and state grants, which are forwarded to the County

government for distribution.

Other key indicators of the County's overall financial health must be considered as compensation programs are developed, funded and managed by the County.

### *C. NARRATIVE OF THE ENGAGEMENT*

The County is seeking proposals from qualified consultants to conduct a study of compensation and benefits, with totals being analyzed for consistency based on a comparison of local and regional public and private employers who are providing comparable services. The consultant shall prepare a comparative analysis that identifies the County's competitive position in the labor market. The analysis shall provide professional opinions, recommendations for revisions or alterations to the County's current classification system, salary structure benefits, including the total compensation package of insurance and other benefits (including paid leave) so that the County can maintain its mission proficiency, competitiveness, reward and sustain high producing employees and ensure equity. The consultant would provide the County a competitive assessment, which would link that analysis of job hierarchy to the external market, a pay structure based on that analysis and then lastly a system where they could manage and maintain the structure on an ongoing basis. It is expected to compare Northampton County's pay practices against a number of different markets, including an analysis and comparison of private sector pay practices, as well as a more direct comparison to the County Commissioners Association of Pennsylvania's (CCAP) data, which represented Pennsylvania Class 3 and bordering counties, including Berks, Chester, Lehigh, Luzerne, Westmoreland, York, Bucks, Cumberland, Carbon, Monroe and Warren in New Jersey.

The primary objectives in the County's classification, compensation and benefits program include the ability to:

- Attract qualified applicants for employment by the County in all categories of work.
- Retain experienced and qualified employees in all categories of work for the County.
- Reward and incentivize employees to pursue career advancement opportunities as they arise within County employment.
- Non-monetary forms of awards and recognition for employee performance.
- Accomplish these objectives within responsible economic parameters.

Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the County Council upon completion of the project is required.

The study shall evaluate the present salary structure as compared to the specific job market for comparable positions in the public sectors. The analysis shall include

organizational factors such as: location, type of organization and size. The analysis must include employee specific factors such as: experience, skills and specialties to perform the job (i.e. licensing), certifications, education level and additional relevant criteria.

The analysis shall include organizational factors such as: location, type of organization and size. The analysis shall include employee specific factors such as: experience, skills and specialties to perform the job (i.e. licensing), certifications, education level and additional relevant criteria.

### *SALARY*

1. Provide minimum, midpoint and maximum for each position.
2. Provide pay step progression/interval analysis, other compensation such as longevity pay, differentials, and allowances and bonuses, and understand current challenges in recruiting and retaining employees.
3. Compare and contrast government organizations located within the State of Pennsylvania of comparable size and social/demographic/economic similarity to the County. Services shall include specification about how the results will be analyzed to compare different costs of living.
4. Compensation and classification analysis that addresses the issue of internal validity.
5. A pay structure that includes recommendation for recognizing and rewarding different competencies, skills and/or performance, including developing guidelines to determine starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
6. Review current classification system and provide recommendations for improvement, which can be maintained on a long-term basis.
7. A recommendation for a pay increase system which considers employee retention, longevity, along with cost of living and merit.
8. Identify potential pay compression issues and provide suggestions for solutions.
9. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed changes with current employees and the future impact of the recommended changes.
10. Include comparable data/practices referencing shift differential, call in



pay, on call pay, etc.

11. Based on the survey data, recommend wage adjustments to salary plans that will strengthen the County's ability to satisfy the County compensation and benefits objectives.

12. Recommend a plan and methodology for the County to maintain its pay plans at economically competitive levels over time.

### *BENEFITS*

Research, compare and recommend additions or changes to existing benefits to remain competitive.

1. Employer-paid pension benefits including both types (defined benefit and defined contribution), employer contribution (expressed as dollar value, percentage of pay, or other as applicable), vesting period, retirement age, and formula for benefit computation/benefit factor.

2. Retirement savings programs - employer contribution in dollar value or percentage of pay.

3. Health/dental insurance, disability insurance, life insurance— employer-paid premium levels, employee premium, and plan design options.

4. Paid time off benefits (vacation, sick leave, personal leave, holidays, etc.)—rate of accrual, days per year, etc., as applicable. Provide a professional recommendation on the pros and cons of consolidating accrued sick and vacation leave together for administrative purposes.

5. Additional allowances for uniforms, uniform cleaning, and benefits such as issued take-home vehicles.

### *D. PRIOR ANALYSIS AND FINDINGS*

In 2008, a survey of labor market wages (but not benefits) was completed using thirteen (13) other comparable counties as comparable public sector employers.

In the analysis that took place in 2008, the County's compensation plan was approximately 4% below the median of the County Commissioners Association of Pennsylvania market. Additionally, the County's compensation plan was approximately 7% below the 25<sup>th</sup> percentile of general industry markets.

## *E. COUNTY WORKFORCE*

The County employs people over several locations in and around Northampton County. The total County employee count fluctuates during seasonal employment and due to part time status and work schedules. Currently the County has 1484 full time employees, 215 part time employees, and 27 temporary employees. Complete totals of the County workforce should be obtained from Human Resources. The County's experience in recruiting employees is that the labor market is comprised of a regional area that includes the entire Lehigh Valley, composed of the counties of Lehigh, Northampton, and to a lesser extent Carbon and Monroe Counties. Further, the labor market includes Warren County in New Jersey.

## *F. WORK HOURS*

The majority of employee classifications (hourly) include a work schedule that requires eighty (80) hours of work in a pay period of 14 days.

The County has work schedules for some limited employee classifications that require eighty four hours of work in a 14 day work schedule. These include:

- Corrections Officers
- Corrections Supervisors
- 911 and Emergency Services
- Gracedale Nursing Home Operations

## **SECTION 2 – SCOPE OF WORK & DELIVERABLES**

### *A. SCOPE OF EVALUATION*

The deliverables to be provided to the County shall include a comprehensive analysis and evaluation of all jobs within the County to ensure that positions and classifications are properly placed and compensated within the internal organizational structure and those classifications incorporate similar job skill sets, qualifications, and duties. The evaluation shall include:

1. Review of each position's relative worth within the organization (internal equity) and for the establishment of pay ranges, using existing job descriptions.
2. Comparison and analysis of salaries, wages, and benefits of like or similar jobs (external competitiveness) in comparable government entities and private employers in the Northampton County area previously described for which the County competes for a labor

supply. This should include a minimum of three government agencies within the State of Pennsylvania of comparable size, socioeconomic, economic and demographic similarity to the County.

3. Meetings with management to discuss any specific concerns with respect to clarifying any information to ensure a full and complete understanding of the internal and external comparables. The County requires meaningful participation in the compensation/classification process.
4. Presentation(s) of the findings and recommendations before the County Council.
5. Assisting the County as needed in communicating proposed wage and classification changes to employees and the underlying rationale that produced the outcomes recommended to the County.
6. A comprehensive final report that includes an overview of the methodology used; comprehensive comparable data related to employee wages and benefits that formed the basis of the final recommendations and analysis; an analysis of the County's current salary and benefit structure and programs; and related findings and recommendations. The successful bidder will be responsible for producing and printing any required reports and such reports will be provided in hard copy and in an electronic format as determined by the County. The use of tables, matrices, charts and other similar presentation tools are required to provide the broadest understanding of the outcome of the analysis and underlying data to support the recommendations of the bidder's work.
7. Development of an implementation strategy and timeline to phase-in the recommendations across the County workforce including non-union and unionized employees.
8. Conduct a summary review of the County's existing classification/compensation and position evaluation system and provide a summary report of any noted deficiencies or recommendations to update the system. Considerations when conducting the review include:
  - The system must easily accommodate organizational change and allow for application of the compensation system into future organizational restructuring.
  - The system should be based upon sound compensation principles in which both internal and external competitiveness are considered within the pay structure as

well as the concepts of equal pay for equal work, pay compression, and equal pay for comparable work notwithstanding practices of step increases within compensation systems.

9. Orientation and training for the Human Resources Office to ensure that the skills, knowledge and methodology used in this evaluation are transferred so that the final plan can be maintained, updated and used for future human resource management of the compensation system.

### *B. TIMELINE AND COMMUNICATION*

1. Consultant should include recommendation(s) concerning how and to what degree current employees should be involved and engaged, including a communication strategy. To the extent necessary, Consultant should plan to include time to participate in any recommended employee sampling and involvement processes as well.

2. Consultant shall prepare a timeframe for accomplishing the tasks associated with this study, including key milestone dates. Consultant is expected to meet key milestone dates or communicate openly with the Human Resources Director and Procurement Officer regarding any anticipated or unexpected roadblocks or delays. Consultant should meet initially with County Council, Human Resources Director, and Procurement Officer to discuss the process and tasks to be performed in the study.

3. Consultant should be available to meet with department heads to explain study and process to be used.

4. Consultant is expected to provide frequent updates to County Council.

5. Consultant should prepare a complete summary and final written report that can be used to explain and justify any recommendations to modify the existing jobs, impact on pay scales or benefit offerings.

6. Consultant will be expected to share and present in a formal presentation the summary information of the study to the County Council or a subcommittee thereof, and affected County employees.

7. The Consultant should include a suggested timeline for implementation of recommendations by the County, including a prioritization of recommendations (or steps within recommendations as appropriate).

### *C. FORMAT AND CONTENT*

Consultants shall respond to this RFP in accordance with the following format to ensure the submission of information essential to comprehensive evaluation of the proposals. The content may be expanded, but the format must be adhered to. One (1)

original (marked "Original") and ten (10) copies of the RFP shall be submitted.

An unnecessarily large or voluminous RFP is not recommended. The ideal RFP will be concise enough to be readily reviewed and comprehended, yet explicit enough to set forth the Consultant's understanding of the desired services in a logical manner. Furthermore, proposals shall be explicit with respect to the relationship and divisions of work among disciplines. From a technical standpoint, a Consultant could be eliminated from further consideration by deleting required work items, adding unnecessary work items, or by submitting a non-responsive or ambiguous RFP. A mere reference to the scope of services set forth in the RFP, and a statement that all work will be performed in accordance with the specifications (and other applicable criteria), is not considered an adequate technical proposal.

The RFP shall contain those items outlined below and be presented on 8 ½" x 11" paper. Proposal should not contain unnecessary artwork. They can be tabbed by sections and if appropriate, subsections, typewritten (in no less than 12-point font) and reproduced in as economical manner as possible to present the following information:

1. Title Page (1 Page)
2. Table of Contents (1 Page)
3. Transmittal Letter (2 Page maximum)
4. Executive Summary (2 Page maximum)
5. Responses to the Scope of Services and RFP Content (Undefined page limit)
  - a. Technical Approach - The Consultant shall describe its understanding of what work is to be accomplished and should demonstrate an understanding of the expected products. Special requirements of the projects should be discussed, and any unique circumstances or suggestions should be presented.
  - b. Work Plan - The Consultant shall set forth how it proposes to accomplish the scope of services. Specifically, the Consultant shall address the methodology, techniques, equipment, and processes it proposes to use. The Consultant shall set forth any unique methodology, or any special innovations or concepts that it is proposing for this project. If a joint venture or multiple subconsultants are involved, the proposal should clearly set forth what work will be assigned to whom, what the lines of responsibility will be and who will have management authority.
6. Organization Chart (One 11" x 17" Page or two 8 ½" x 11" Pages)

Integrated organization charts must be provided containing key and support personnel, with the designation of the associated firm and their allocation to specific tasks. The chart can be prepared on 11" x 17" paper and folded to fit inside the proposal.

7. Key Staff resumes (1 Page per resume)

Key staff is defined as the production staff that has major project responsibilities. Key staff documentation is required for the RFP. Following each key staff individual listed, the Consultant shall set forth the specific responsibilities of each individual as it relates to the project. The Consultant shall submit a one (1) page (maximum) resume for each key staff individual showing both general experience and specific experience related to the project.

8. Statement of Commitment letters (1 Page each, if applicable)

If subconsultants are proposed, a clear statement of commitment signed by an authorized official of the subconsultant must be included. The commitment shall include a definitive statement of the services to be performed. Each Consultant shall submit the appropriate number of commitment letters based on the actual number of subconsultants proposed by the firm.

9. Project Experience - A list of three (3) similar Classification, Compensation and Benefits study contracts completed within the past three (3) years, to include:

- a. Your firm's Project Manager for the project.
  - b. Your client's Project Manager and contact information.
  - c. Brief description of the project.
  - d. Which key staff worked on the project.
- (2 Page Limit each for a 6 Page total limit)

10. Proposed timeline

A timeline to include a Gantt chart describing the project timeline by listing key tasks and key milestone dates associated with the Study.

11. Schedule of Work

The expected completion of the Consultant's Scope of Work is 90 calendar days from the date of issuance of the Notice to Proceed.

12. Request for Proposal Schedule:

a. A pre-proposal meeting date will be held at 1:00 PM EDT on September 27, 2022 on the 2nd Floor of Northampton County Government Center, 669 Washington St., Easton, PA 18042.

b. Emailed questions or requests for clarification must be received by the Procurement Officer no later than 1:00 p.m. EDT on October 4, 2022 to ensure adequate time to prepare and circulate any necessary addenda to all Proposers.

c. One (1) original and four (4) copies of the proposal and must be received by the Procurement Officer no later than 1:00 PM EST on October 17, 2022. The proposal shall be sealed and marked "RFP 22-01 - Compensation & Benefits Study".

d. Proposals submitted in response to this Request for Proposal are irrevocable for 90 days after the proposal due date.

e. Award is tentatively scheduled for November 2022.

General Information for Proposers:

a. Reservations

The County reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all proposals received, and to negotiate with responsible Proposers in any manner necessary to serve its best interests.

b. Addenda

Any necessary additions or corrections to this RFP will be made by addenda and available to all Proposers of record. Addenda becomes part of the RFP and must be acknowledged by each Proposer; failure to acknowledge any addenda shall not relieve Proposers of compliance with the terms thereof.

c. Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to satisfy the requirements of this RFP.

d. Incurred Expenses

Proposers are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with this RFP, and post award activities.

e. Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, the Proposer accepts the terms and conditions set forth herein.

f. Public Information Act Notice

Proposers shall identify any portions of their proposals deemed to contain confidential or proprietary information or trade secrets, and provide justification why such material, upon request, should not be disclosed in accordance with all applicable

Pennsylvania law.

g. Evidence of Proposer Responsibility

The County may require Proposers to submit additional information regarding technical expertise, qualifications, and may consider any information otherwise available concerning those qualifications.

h. Contractor Responsibilities; Subcontractors

The County will enter into a contract with the selected Proposer only and that Proposer shall be responsible for all products and services required by the RFP. Subcontractors, if any, must be identified in the proposal, with a complete description of their role relative to the Proposer.

i. Conflicts of Interest

The Proposer shall identify any and all actual or potential conflicts of interest that exist, or which may arise if the Proposer is recommended for award and propose how such conflicts might be resolved.

j. Compliance with Laws

By submitting a response to this solicitation, Proposer represents that it is not in arrears in the payment of any obligation due and owing the County of Northampton or the State of Pennsylvania, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract arising from award of this RFP.

k. Governing Laws

The laws of the County of Northampton and the State of Pennsylvania, and where applicable, federal law and regulation, will govern the contract awarded pursuant to this RFP.

l. Ownership and Retention of Records

All reports, drawings, and other data prepared under the contract issued pursuant to this RFP shall become the property of the County of Northampton.

m. Billing and Payment

The successful Proposer shall keep accurate, document records of time and material allocable to this contract. Payment will be made on a monthly basis and related records will be available as deemed necessary by the Procurement Officer. Payment will only be made for work that has first been previously authorized by the Human Resources



Director and the Procurement Officer.

*D. EVALUATION AND SELECTION CRITERIA*

1. Evaluation Committee

The County has established an Evaluation Committee who will review each proposal for compliance with requirements and then score each proposal in accordance with the criteria that follows.

2. Evaluation Criteria

The technical proposal is worth 75% and the price proposal is worth 25% of the evaluation criteria. The Evaluation Committee will evaluate and rank each proposal based on the following criteria:

a. Demonstrates practical knowledge, skills and expertise along with the ability to provide the County with a viable, implementable product for the classification, compensation and benefit study.

b. Previous Work Experience - Demonstrates knowledge, skills and expertise in similar study projects and demonstrable evidence and experience in developing these types of studies for municipalities and organizations.

c. Demonstrates the firm's experience with similar projects to include, but not limited to the following as they relate to the services required: A list of three (3) projects completed within the past three (3) years that best illustrate the firm's capabilities as they relate to the Project Description and Objectives, and Scope of Work.

d. Information on delivery of projects on-time and within budget to include design cost, execution time, as well as, any problems encountered, and the solutions devised.

e. Demonstrates the Company's current professional registrations, affiliations, and memberships.

f. Demonstrating an understanding of the Local, State, and Federal laws fulfill the Consultant's Scope of Work.

g. General competence of the firm.

h. Compatibility of size of firm with the size of the project.

i. Capacity to accomplish the proposed work in the required time.

TOTAL = 75 Points

j. The Evaluation Committee will award up to 25 points to the lowest price proposal.

TOTAL EVALUATION CRITERIA = 100 Points

3. Acceptance of Proposals:

The County of Northampton intends to award the contract to the Bidder that best satisfies the needs of the RFP. Contents of the proposal may become contractual obligations if a contract ensues. Failure of the Bidder to honor its obligations may result in cancellation of the award.

4. Rejection of Proposals:

The County of Northampton reserves the right to reject any or all proposals in accordance with its Procurement Policy.

5. Payment Method

The method of payment for this contract will be firm-fixed-price contract.

6. Proposal Submission

Proposals not received or delivered by the stated closing date and time is considered late and will be returned to the Consultant unopened. The sole point of contact for this RFP is Ms. Kathryn Anderson, Procurement Officer. Ms. Anderson can be reached at 610-829-6178 or by email at [kanderson@northamptoncounty.org](mailto:kanderson@northamptoncounty.org).

The Proposer shall submit proposal to:  
Kathryn Anderson, Procurement Officer  
Northampton County  
669 Washington Street  
Easton PA 18042