

CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM

**DEPARTMENT:** Human Resources

**AGENDA DATE:** April 4, 2017

**CONTACT PERSON/PHONE:** Linda B. Thomas, Human Resources Director, 212-1184  
Bruce D. Collins, Purchasing Director, 212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 6: Set the Standard for Sound Governance and Fiscal Management**

**SUBJECT:**

Award of Solicitation No. 2017-392R City Wide Compensation Analysis to Management Advisory Group International for an initial six (6) month term estimated award of \$260,550.00.

**BACKGROUND / DISCUSSION:**

It has been 17 years since the City has conducted a comprehensive citywide position and salary analysis. The last RFP was awarded and completed in 2000. Over time, market competitiveness has created salary compression in the City's compensation structure. This study is necessary to recalibrate and establish a competitive salary structure, and update the methodology for uniform compensation application.

**SELECTION SUMMARY:**

Solicitation was advertised on October 4, 2016 and October 11, 2016. The solicitation was posted on City website on October 4, 2016. The email (Purmail) notification was sent out on October 6, 2016. Total of six (6) bidders were solicited; one (1) local vendor. Four (4) bids were received; none being a local vendor.

**PROTEST**

☒ No protest received for this requirement.

☐ Protest received.

**COUNCIL REPRESENTATIVE BRIEFING:**

Was a briefing provided? ☐ Yes or ☒ No

If yes, select the applicable districts.

- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7
- ☐ District 8
- ☐ All Districts

**PRIOR COUNCIL ACTION:**

City Council previously approved the award of a contract to perform this same type of consulting services on October 24, 2000.

**AMOUNT AND SOURCE OF FUNDING:**

999 – 99999 – 1000 – 544110

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Claudia Lujan for LBT

**COUNCIL PROJECT FORM  
(RFP)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda for the Council Meeting of **APRIL 4, 2017**

**STRATEGIC GOAL: NO. 6: SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT**

The award of Solicitation No. 2017-392R City Wide Compensation Analysis to Management Advisory Group International for an initial six (6) month term estimated award of \$260,550.00.

Department:	Human Resources
Award to:	Management Advisory Group International Inc. Woodbridge, VA
Item(s):	All
Initial Term:	\$260,550.00
Total Estimated Award:	\$260,550.00 (6 months)
Account No.:	999 – 99999 – 1000 - 544110
Funding Source:	General Fund – Salary Adjustment Reserve
District(s):	All

This is a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing Department and Human Resources recommend award as indicated to Management Advisory Group International Inc., the highest ranked proposer based on evaluation factors established for this procurement.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



**COMMITTEE SCORE SHEET**  
Request for Qualifications

SOLICITATION TITLE: CITY - WIDE COMPENSATION ANALYSIS

SOLICITATION NO: 2017-392R

Evaluation Criteria

**A. FEE PROPOSAL**

**SUBTOTAL EVALUATION FACTOR A:**

**B. PROJECT METHODOLOGY AND APPROACH**

The respondent should provide a detailed methodology and approach addressing all aspects the Respondent deems critical to the engagement's success. The Respondent should also include the overall management of the project, including but not limited to data gathering, project scoping-clarification meetings, submission of drafts, including time-lines, milestones and budgets.

**SUBTOTAL EVALUATION FACTOR B:**

**C. PROJECT TEAM QUALIFICATION AND EXPERIENCE IN THE PAST FIVE (5) YEARS**

Each member of the proposed project shall have demonstrated experience completing a minimum of 5 comparable compensation studies and have a minimum of five (5) years of experience in compensation development and analysis for governmental organizations. The respondent shall provide a detail work history for each member of the project team delineating how said team member's experiences meet the threshold requirements and are relevant to the task for which they are being assigned in this

**SUBTOTAL EVALUATION FACTOR C:**

**D. EXPERIENCE WITH COMPARABLE SIZE GOVERNMENTAL OR CORPORATE**

The City of El Paso is the 19th largest City in the United States. The City of El Paso has an employee base of consisting of roughly 6,200 employees. For purposes of this solicitation comparable governmental organization are those within the range of 5,000 to 7,400 employees. A detail narrative including a listing of client's or previous employers shall be provided.

**SUBTOTAL EVALUATION FACTOR D:**

**E. ORGANIZATIONAL EXPERIENCE**

The respondent shall have a minimum of 5-10 years of experience completing the tasks delineated within this solicitation. This requirement can be met through the experience of the principles and/or owners of the responding firm or through the firm's history. The respondent shall provide a listing of references

**SUBTOTAL EVALUATION FACTOR E:**

**F. DEMONSTRATED EXPERIENCE WITH TARGET GROUP STUDIES FOR MUNICIPALITIES**

Provide a full description of the experience you have in providing Target Group Studies for Municipalities.

**SUBTOTAL EVALUATION FACTOR F:**

**Grand Total**

Weight	Max Points	MANAGEMENT ADVISORY GROUP INTERNATIONAL, INC WOODBRIDGE, VA	PUBLIC SECTOR PERSONNEL CONSULTANTS, INC. TEMPE, AZ	THE SEGAL COMPANY (WESTERN STATES) INC., SEGAL WATERS CONSULTING WASHINGTON, DC	SPRINGSTED INCORPORATED SAINT PAUL, NM
25%	25	\$260,550.00 17.75	\$185,000.00 25.00	\$225,000.00 20.56	\$434,700.00 10.64
	25	17.75	25.00	20.56	10.64
15%	15	15.00	12.00	10.33	12.67
	15	15.00	12.00	10.33	12.67
15%	15	15.00	13.67	15.00	11.67
	15	15.00	13.67	15.00	11.67
15%	15	15.00	13.33	15.00	13.33
	15	15.00	13.33	15.00	13.33
15%	15	8.67	9.00	8.67	14.33
	15	8.67	9.00	8.67	14.33
15%	15	15.00	13.33	15.00	13.33
	15	15.00	13.33	15.00	13.33
100%	100	86.42	86.33	84.56	75.97



## CITY OF EL PASO REQUEST FOR PROPOSAL TABULATION FORM



**Bid Opening Date:** NOVEMBER 9, 2016  
**Project Name:** CITY-WIDE COMPENSATION ANALYSIS

**Solicitation #:** 2017-392R  
**Department:** HUMAN RESOURCES

MANAGEMENT ADVISORY GROUP INTERNATIONAL, INC.	WOODBIDGE, VA
PUBLIC SECTOR PERSONNEL CONSULTANTS, INC.	TEMPE, AZ
THE SEGAL COMPANY(WESTERN STATES) INC., SEGAL WATERS CONSULTING	WASHINGTON, DC
SPRINGSTED INCORPORATED	SAINT PAUL, MN
RFPs SOLICITED: 6 LOCAL RFPs SOLICITED: 1 RFPs RECEIVED: 4 LOCAL RFPs RECEIVED: 0 NO BIDS: 0	

**NOTE:** The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

**APPROVED:** \_\_\_\_\_ /s/ \_\_\_\_\_

**DATE:** 12/19/16 \_\_\_\_\_

Bidder List for 2017-392R

City-Wide Compensation Analysis

Waters & Company Executive Recruitment  
A Springsted Company  
380 Jackson Street – Suite 300  
St. Paul, MN 55101  
972-481-1950  
Email: [Information@waters-company.com](mailto:Information@waters-company.com)  
Email: [slarsen@springsted.com](mailto:slarsen@springsted.com)

Fox Lawson & Associates  
Po box 32985  
Phoenix, Arizona 85064-2985  
602-840-1070  
Email: [Jim\\_fox@ajg.com](mailto:Jim_fox@ajg.com); [bruce\\_lawson@ajg.com](mailto:bruce_lawson@ajg.com)

Segal Consulting / Segal-Waters / Segal Group  
Houston Office  
7900 N. Sam Houston Pkwy W Suite 110  
Houston, TX 77064-1187  
281-671-5600  
Email: [vsmith@segalco.com](mailto:vsmith@segalco.com)

Deloitte  
400 W. 15<sup>th</sup> Street, Ste 1700  
Austin, TX 78701  
512-691-2300  
Email: [dhavrat@deloitte.com](mailto:dhavrat@deloitte.com)

Public Sector Personnel Consultants  
1215 W Rio Salado Pkwy, Ste 109  
Tempe, AZ 85281  
888-522-7772  
Email: [mweatherly@compensationconsulting.com](mailto:mweatherly@compensationconsulting.com); [info@compensationconsulting.com](mailto:info@compensationconsulting.com);  
[rmiles@compensationconsulting.com](mailto:rmiles@compensationconsulting.com)

El Paso Human Resources Management  
2267 Trawood B-4  
El Paso, Tx 79935  
915-629-9030  
Email: [info@phrm.com](mailto:info@phrm.com)