



**Village of Woodridge**  
**REQUEST FOR PROPOSAL**  
**Compensation and Classification Study Consulting Services**



**Issue Date: October 4, 2024**  
**RFP Submittals Due by October 25, 2024, at 4:00 PM**

Submit One Original (Unbound), three (3) Copies and One Electronic Copy (PDF format on a flash drive) to:

Village of Woodridge  
ATTN: Heather Hudson  
5 Plaza Drive  
Woodridge, IL 60517

*Electronic copies by flash drive or email to:*

[hhudson@woodridgeil.gov](mailto:hhudson@woodridgeil.gov)

CONTACT: Heather Hudson, Human Resources Manager  
[hhudson@woodridgeil.gov](mailto:hhudson@woodridgeil.gov) or (630) 719-2946



## **Overview**

The Village of Woodridge (“Village”) is seeking a proposal from a qualified consultant (“Consultant”) to conduct a comprehensive compensation and position classification study for all non-union, permanent positions (full time and part time). This study will identify an appropriate pay system and placement of positions within that system as compared to, and equitable with, equivalent municipal, public sector and private sector employers, both locally and nationally.

All submitted proposals will be fully considered. In cases where a proposer cannot meet a specified requirement, they should clearly identify the exception and provide an explanation.

If additional services are required specific to this project, the Village may, at its discretion, elect to use the services of the consultant selected with this RFP.

## **SUBMISSION DEADLINE**

Proposals must be submitted no later than 1:00 p.m., local time, on October 25, 2024. No consideration will be given to proposals received after the stated date and time. Proposals submitted must include all information and documents as requested in this Request for Proposals. All proposals received after the submittal deadline will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the proposal.

Proposals will be evaluated in private and proposal information will be kept confidential until an award is made.

**THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.**

## **QUESTION INFORMATION**

All questions related to this proposal should be submitted in writing to the attention of Heather Hudson, Human Resources Manager at [hudson@woodridgeil.gov](mailto:hudson@woodridgeil.gov) no later than Friday, October 18, 2024 at 11 a.m.

No oral comments will be made to any proposer as to the meaning of the RFP, specifications or other contract documents. Answers will be provided in writing to all potential proposers in the form of an Addendum. Proposers will not be relieved of obligations due to failure to examine or receive documents, or become familiar with conditions or facts of which the Proposer should have been aware and the Village will reject all claims related thereto.



## **BACKGROUND OF THE VILLAGE**

The Village of Woodridge is a full service community employing approximately 112 full-time employees, approximately 19 part-time and seasonal employees combined. Departments include: Administration, Finance, Community Development, Customer Service, Public Works and Police.

The Village of Woodridge (population 34,158) is a progressive community located in DuPage, Will, and Cook Counties, Illinois approximately 30 miles southwest of Chicago. Neighboring communities include Naperville, Downers Grove, Darien, Lisle, Lemont, Romeoville and Bolingbrook.

## **SCOPE OF WORK**

The scope of services shall include the examination of the Village's classification and compensation system and recommendation for possible changes to compensation policies, procedures, and practices. The development of a comprehensive classification and compensation plan for full-time non-union employees using objective analysis and evaluation of job content and conducted in accordance with generally accepted compensation methods and applicable federal and state law.

The finished product shall be a classification and compensation plan that provides internal equity, is competitive in the marketplace to attract and retain qualified employees, and is fiscally responsible

The selected vendor will complete the following:

1. Informational Meeting
  - a. Consultant to schedule an initial meeting with the HR Manager and identified Steering Committee to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
  - b. Consultant to meet with HR Manager and Village's Senior Leadership Team to explain study and processes to be used and identify an appropriate communications plan for the project.
  - c. Consultant shall provide a project timeline, with key milestones and deliverables, and provide weekly progress reports to the HR Manager on same.
2. Classification Study
  - a. Consultant to review current classification methodology, and propose recommended changes for the Village, including the possibility of establishing a separate pay plan for functional areas or separate classifications of positions within the organization.
  - b. Consultant to review job descriptions to ensure understanding of each position. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification with assistance from the Steering Committee



- c. Consultant to provide a job description template with language to ensure compliance with the requirements of ADA and other federal and state requirements, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
  - d. Consultant to present preliminary findings and proposed recommendations to the HR Manager and Steering Committee for review prior to making any final classification determinations.
  - e. Consultant to finalize class specifications and recommend appropriate classification for each non-union position, including correction of identified discrepancies between existing and proposed classifications.
  - f. Consultant to identify career progression/promotional opportunities as deemed appropriate.
  - g. Consultant to submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
  - h. Consultant to provide a straightforward, easily understood, maintenance system that the Human Resources staff will use to keep the classification system current and equitable for existing and future positions. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process the Village would use in the review of the classification of individual jobs and creation of new jobs, as needed.
3. Compensation Study
- a. Consultant to review current pay plan and pay grades and understand current challenges in recruiting and retaining employees.
  - b. b. Consultant will provide detailed information on the methodology proposed to ensure the market survey reflects a comprehensive comparison to similar markets including, but not limited to:
    - i. Salary and wages for job functions and responsibilities
    - ii. Supplements/stipends including incentives.
  - c. Consultant to recommend and identify a consistent and competitive market position and compensation philosophy that the Village can strive to maintain.
  - d. Consultant to recommend comparable labor markets, including both private and public sector employers, for position classifications and/or functional areas, and completing applicable surveys for each area.
  - e. Consultant to provide benchmarking based on completed surveys.
  - f. Consultant to develop and conduct a comprehensive compensation and benefit study.
  - g. Consultant to recommend appropriate pay ranges for each position based on the classification plan, the compensation survey results, and internal position relationships and equity.
  - h. Consultant to prepare and recommend a new salary structure based on the results of the survey and best practices.
  - i. Consultant to develop guidelines and tools to assist Village staff with determining the 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.
- j. Consultant to recommend strategies for implementation and communication of the plan, including cost and possible phases.
  - k. Consultant to identify any current individual or group compensation inequities and inconsistencies and provide a recommended corrective action plan and process to remedy these situations.
  - l. Consultant to make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, promotional pay, acting assignment pay, etc.
  - m. Consultant to provide documentation around the ongoing administration and updates to the compensation plan.
  - n. Consultant to provide recommendations, guidelines, documentation and tools for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as a market survey.
  - o. Consultant to conduct a compression analysis (non-union and union pay plans) to include any recommendations for adjustments.
  - p. Consultant to develop at least one (1) alternative recommendation demonstrating the methodology that the Village could use to implement the new classification and compensation plan, including the placement of all employees within the classification and compensation system, while describing the advantages, disadvantages, and costs of the alternative. Recommendations should specifically address implementation for non-union positions within a unionized environment.
  - q. Consultant to present the selected recommendation for a compensation and classification structure to elected officials and employees as part of an agreed upon communication plan.
  - r. Consultant to conduct a comprehensive training program for Human Resources staff and department management to ensure that staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.
4. Benefits Component- Consultant to provide separate optional pricing should the following type of analysis be requested:
- a. Consultant to conduct a thorough benefits survey along with the compensation survey.
  - b. Consultant to review and provide recommendations on the competitiveness of the Village's entire benefits package. Total compensation is the desired result.
  - c. Consultant to recommend comparable labor markets, including both private and public sector employers, for benefits survey.
  - d. Consultant to review and provide recommendations on paid leave options such as holidays or paid leave policies such as paid leave for childbirth/ adoption.



## **GOAL**

The development of a comprehensive Compensation and Classification plan for the Village's non-union permanent employees using objective analysis and evaluation of job content, market data and conducted in accordance with generally accepted compensation methods and applicable federal and state law that provides internal equity, is competitive in the marketplace to attract and retain qualified employees, and is fiscally responsible.

## **TERM OF THE AWARD**

The initial term of this contract will be for one (1) year years, from the date of the award.

## **OUTCOMES DESIRED**

This project will be successful if the following outcomes are achieved:

1. Present implementation options to Project Team; assist Human Resources and the Finance Department in the development of budgetary impact data and implementation strategy.
2. Through meetings with Project Team, develop final recommendation for implementation.
3. Prepare and present on-site a final report that will include the study methodology, major findings, and major recommendations/implementation strategies.
4. Provide training and manuals on how to maintain the classification system.

## **MINIMUM QUALIFICATIONS AND EXPECTATIONS**

The following minimum qualifications and expectations must be met by the proposer in order to be considered:

1. Proficiency in salary survey methods and statistical analysis.
2. A minimum of three (3) years performing wage and compensation studies.
3. Knowledge and expertise with public sector compensation practices.
4. Resources to complete the study within one year.

## **SPECIFIC PROPOSAL PREPARATION INSTRUCTIONS**

For an evaluation committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to the specified format. Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. Emphasis shall be concentrated on accuracy, completeness, and clarity of responses.

The format is presented below along with the minimum information that should be contained in each section. Each section should be clearly identified and contain all the information necessary to respond to the information required



without reference to any other part of the proposal. The responses should emphasize services and experiences that most closely match those requested by the Village. Additional relevant information is welcome. While the Consultant should provide enough information to fully respond to each section, proposals should be as concise as possible. Do not submit any promotional marketing information.

All submitted proposals will be fully considered. In cases where a proposer cannot meet a specified requirement, they should clearly identify the exception and provide an explanation.

## PROPOSAL FORMAT

Consultant proposals **must** include:

### Transmittal Letter

Include a signed letter summarizing the Consultant's understanding of the work to be done, the time frame to complete the work, and a statement of why the Consultant believes it to be best qualified to satisfy the requirements of the RFP.

Indicate who will be the Consultant's authorized representative; provide name, title, address, e-mail address, phone and fax. The person identified shall be empowered to make binding commitments for the Consultant.

The proposal should be valid for ninety (90) calendar days from the date of submittal.

Summarize the cost of the consulting services and how the fees will be paid.

### Consultant Resume/References

Provide updated resume with five (5) references from other clients to which the Consultant has provided services similar to those outlined in this RFP. Include names, addresses, phone numbers, a thorough description of project scope and deliverables, and dates of the service.

Contacts shall be those who have personal knowledge of your Consultant's performance for this requirement. Consultant shall also include in their proposal a comprehensive list of the agency names of their public-sector clients.

The Village may use the information gained from the Proposer's references to further evaluate the Proposer responsibility.





Insurance Requirements – Proposers may submit with the proposal a current policy Certificate of Insurance showing the insurance coverages the Proposer currently has in force.

## EVALUATION CRITERIA

Proposals will be evaluated by the Village using the following criteria:

1. Qualifications and experience of the firm and individuals to be assigned to this project in providing requested services.
2. Specific plans or methodology to be used to perform the services.
3. References from other clients.
4. Proposed cost of services

All qualified submissions received by the deadline will be analyzed by the Village according to the criteria outlined in this RFP. Failure to comply with the provisions of the RFP may cause a proposal to be rejected.

The Village shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final.

## RESPONSE SUBMISSION

Responses to this RFP shall be submitted in sealed format, with the envelope clearly marked with the date and the RFP title. Submittals shall include one (1) original **unbound** document and three (3) copies of the proposal (along with an electronic copy in PDF format on a flash drive) in a sealed envelope marked “Compensation and Classification Study”. All costs directly or indirectly incurred in the preparation of the response shall be the responsibility of the sole responsibility of and be borne by the respondent.

It is the responsibility of the Respondent to insure that the response is received by the Village of Woodridge, by the date and time specified above. Late responses will not be considered. Sealed responses shall be **due no later than October 25, 2024 by 1:00 p.m.** at the address shown below.

Village of Woodridge  
Attn: Heather Hudson  
5 Plaza Drive  
Woodridge, IL 60517





## RIGHT TO REJECT

The Village of Woodridge reserves the right to reject any and all responses, or parts thereof received in response to this RFP; waive formalities, technical deficiencies and irregularities; or otherwise solicit new responses if some other manner of negotiation better serves its interests, and to award an agreement in a manner that best serves the interest of the Village. An agreement for the accepted response will be drafted based upon the factors described in this RFP.

## ANTICIPATED PROJECT CALENDAR

DATE	EVENT
October 4, 2024	RFP Release Date
October 18, 2024 by 11:00 a.m.	Last Day to Submit Consultant Questions
<b>October 25, 2024 by 1:00 p.m.</b>	<b>Proposals Due</b>
As Needed	Consultant Interviews
December 19, 2024	Tentative Award

## QUESTIONS

All questions must be submitted in writing via e-mail to [hudson@woodridgeil.gov](mailto:hudson@woodridgeil.gov) no later than October 18, 2024 by 11:00 a.m..