

PUBLIC NOTICE
AGENDA
PROFESSIONAL SERVICES EVALUATION COMMITTEE MEETING
Thursday, April 22, 2021, 10:00 a.m.
Eighth Floor, Conference Room 851
Ed Ball Building, 214 N. Hogan Street
Jacksonville, FL 32202

HYBRID MEETING

<https://us02web.zoom.us/j/86268415008?pwd=UjRlbnR5dHRWVGJ3bkdlZz09>
 Join Zoom Meeting
 Meeting ID: 862 6841 5008
 Passcode: 657328

Committee Members: Gregory Tease, Chairman
 Randall Barnes, Treasury
 David Miquit, OGC

Subcommittee Members	ITEM #	TITLE & ACTION	MOTION	CONTRA EXP	OUTCOME
Diane Moser Leah Hayes	P-18-21	Introduce & Review Scope Classification and Pay Study Employee Services Department	That the committee approve the Scope of Services/Request for Proposal (RFP) as presented with such minor changes thereto as may be approved by the Chief Procurement Officer and the Office of General Counsel may deem appropriate to clarify the intent of the using agency and to ensure compliance with the City's Procurement ordinances, policies, procedures and applicable federal and state laws.		
MEETING ADJOURNED					

cc: Council Auditor
Subcommittee



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Employee Services
City Hall at St. James
117 W. Duval Street, Suite 100
Jacksonville, Florida 32202
(904) 255-5600
www.coj.net

MEMORANDUM

DATE: April 19, 2021

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Diane F. Moser, Director of Employee Services
Employee Services Department

SUBJECT: Certification Letter for P-18-21 Classification and Pay Study

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

The general purpose of the service or study:

It is the intent of the City to contract with an individual or firm meeting the minimum requirements stated in Section 1.4. The individual or firm must develop a proposal for a classification and pay study which includes completing a compensation market analysis of benchmark jobs, conducting a comprehensive evaluation which includes reviewing approximately 700 job descriptions or position questionnaires, reviewing current job description format, making recommendations for salary adjustments, developing one or more pay plan schedules, and provide reports and presentations as needed.

The objective of the study or services:

To ensure Appointed Official and Appointed Employee positions are classified properly, assigned to the appropriate pay range, and paid appropriately within the range.

The estimated period of time needed for the service or study:

The project is expected to be completed December 15, 2021. However, the term of the contact will be for one year in the event that both parties agree that the December 15, 2021 date is unattainable. The contract will be extended an additional year to allow for completion of the project if necessary.

The estimated cost of the service or study:

Cost to be negotiated.

Whether the proposed study or service would or would not duplicate a prior or existing study or service:

This proposal does not duplicate any existing service contract.

List of current contracts or prior services or studies which are related to the proposed study or service.

This is a quadrennial study with the last study awarded to Management Advisory Group, Inc. which concluded in 2018.

A statement as to why the service/study cannot be done by department or agency staff:

Employee Services staff will assist with the study. This is a comprehensive study that Employee Services is not staffed to conduct.

The names and telephone numbers of two representatives from the using agency designated to serve on the evaluation committee as subcommittee members:

Diane Moser, 255-5576
Leah Hayes, 255-5597

A project funding account number:

Center - 131301
Account - 531090

The names and email addresses of specific consultants the using agency wishes to be included in the solicitation process.


See provided list.

A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee .

Members have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018.

(See: <http://inside.coi.net/op/pr/default.aspx>)


Subcommittee Member Signature


TITLE


Subcommittee Member Signature


TITLE