



## **COMPENSATION AND CLASSIFICATION STUDY**

The St. Tammany Parish Library issues this Request for Proposal (RFP) for a Compensation and Classification Study. The purpose of this request is to solicit a complete Classification and Compensation Study for the classified service of The St. Tammany Parish Library. Separate sealed RFPs for COMPENSATION AND CLASSIFICATION STUDY will be received by The St. Tammany Parish Library at The St. Tammany Parish Library Administration Building 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 and at said office publicly opened. All questions and/or clarifications regarding requirements for this RFP must be in written form only, either by postal delivery to 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 to the attention of Kelly LaRocca or via email to [kelly@stpl.us](mailto:kelly@stpl.us) and must be received by 2:00 PM CST April 14, 2023.

### **I. PURPOSE**

The St. Tammany Parish Library invites proposals from qualified consulting firms to complete a classification and compensation study. This project is a comprehensive study of positions, classifications, and compensation. The St. Tammany Parish Library is interested in establishing and maintaining a compensation system that meets the following goals: 1) Established fair and equitable compensation relationships within the Library; 2) Relates compensation to relevant market conditions outside the Library; 3) Is conscious of historical trends in wage or compensation inequality; and 4) Is applied throughout the Library, professionally, consistently, and objectively.

### **II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than 2:00 PM CST April 14, 2023. Proposals may be submitted electronically via email or secure file upload or may be submitted in paper format (with one original and five copies required). Proposals should be sent to the following address: The St. Tammany Parish Library Administration Building 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 or Kelly LaRocca [kelly@stpl.us](mailto:kelly@stpl.us). Proposals received after this deadline may not be considered. All proposals submitted electronically via email must reference in the subject "Proposal for Commission the St. Tammany Parish Library Compensation Study Consultant." All envelopes containing a paper proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: "Proposal for Commission the St. Tammany Parish Library Compensation Study Consultant." All questions relative to this request for proposals ("RFP") should be directed to Kelly LaRocca who may be reached via email at [kelly@stpl.us](mailto:kelly@stpl.us). All questions should be submitted by TBD. The preferred method of receiving questions is via email. Any verbal explanations or instructions shall not be

binding. The Library is under no obligation to respond to such inquiry, but may choose to do so. All communications regarding the RFP shall be directed to Ms. LaRocca. The Library specifically reserves the right to reject, in full or in part, all proposals submitted or to cancel this RFP, when such action is in the Library's best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Library; and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

### **III. CONSULTANT QUALIFICATIONS**

The consultant shall have previous experience preparing classification and compensation studies, preferably in the State of Louisiana, and should be familiar with local government environment.

### **IV. TIMETABLE FOR PROPOSALS**

Deadline for receipt of questions: March 30, 2023.

### **BACKGROUND**

STPL has been serving the citizens of St. Tammany Parish for more than seventy years. St. Tammany Parish is 45 minutes north of New Orleans, connected to the larger metropolitan area by the Causeway and Interstate highways. The parish stretches over 1,124 square miles. It consists of charming towns and unique cities, a variety of smaller rural communities, and spreading landscapes of pines and hardwoods. The parish is one of the most affluent in Louisiana with an excellent public school system and a citizenry active in community affairs. St. Tammany Parish is a wonderful place for individuals, families, nature lovers, golfers, boating enthusiasts, admirers of art, and festival-goers. With an operating budget of \$11 million, STPL serves an expanding population of 269,000+, 39% of whom are registered borrowers. It is primarily funded by an ad valorem property tax of 5.78 mills. The current 15-year millage was approved by the voters of St. Tammany Parish in October of 2007. The millage began in 2010 and is set to expire in 2024. The library will need to renew its millage in the near future. STPL employs a staff of 126 FTE employees, 30 of which are ALA-accredited MLS/MLIS librarians. In 2019, the annual circulation was 1,041,145. STPL offers 249 Internet workstations for public use and access to a full-range of databases. It is known for its creative and well-attended programs for children and teens. It also offers a variety of programs for adults. These include music, performing arts, philosophy, literature, history, genealogy, horticulture, the creative arts, and personal improvement. STPL has 12 branches open to the public, an administrative office, and a technical services/maintenance location. Our twelve branches offer nearly 625,000 loanable items including books, CDs, DVDs, audiobooks, and magazines. STPL's website offers 24/7 access to downloadable audio and e-books, music downloads, research tools, magazines, newspapers, and videos. Our programs and services are designed to meet residents' cultural, informational, educational, and recreational needs. STPL has a current facilities capital project improvement plan and has previously collected information from patrons about our services, but does not have a strategic plan in place

## **VI. SCOPE OF WORK**

The awarded consultant shall review the current classification and pay plan, conduct a comprehensive compensation data collection/survey of external labor market(s) for all positions, analyze and evaluate all data in an objective manner, and make written recommendations designed to ensure both internal equity and external competitiveness for either changes to the current classification and pay plans or for adoption of a newly designed compensation system.

### **1. Classification Study**

- a) Consultant to review current classification grade methodology, and propose recommended strategies for the Library.
- b) Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based on classification.
- c) Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), certification/licenses/registrations requirements for classification, and organizational information, as needed. The consultant will ensure that content and titles are current, accurate, and consistent with FLSA (exempt/nonexempt), EEO, and ADA considerations.
- d) Consultant to present proposed recommendations for review prior to making any final classification determinations.
- e) Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- f) Consultant to identify career ladders/promotional opportunities as deemed appropriate.
- g) Consultant to submit recommendations for appropriate implementation measures that Library staff will need to take.
- h) Consultant to provide a straightforward, easily understood, maintenance system that Library staff will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
- i) Consultant to conduct a comprehensive training program for Library staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

### **2. Compensation Study**

- a) Consultant to review current compensation plan (salary grade levels) and understand current challenges in recruiting and retaining employees.
- b) Consultant to recommend and identify a consistent and competitive market position that the Library can strive to maintain.
- c) Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.
- d) Consultant to develop and conduct a comprehensive compensation survey of the market including comparable Louisiana libraries, local surrounding governments, and, as appropriate, private sector competitive employers.
- e) Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality; and to prepare a new salary structure based on the results of the survey and best practices.
- f) Consultant to develop objective guidelines to assist Library 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.
- g) Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
- h) Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
- i) Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, and promotional pay.
- k) Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as a market survey.
- l) Consultant to conduct a compression analysis to include any recommendations for implementation.
- m) Consultant to conduct a comprehensive training program for Library staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.
- n) Develop and present to the Library Administration and Library Board of Control recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.

## **VII. CONTENTS OF PROPOSAL**

Proposals should provide a straightforward, concise description of the capabilities to satisfy the requirements of this request and include the following:

- 1) Consulting firm's name and address, and name, address, phone number and email address for the primary contact for the project.
- 2) Description including relevant experience and qualifications of the specific staff that will comprise the project team for this assignment.
- 3) Statement of the consultant's abilities and expertise as they directly relate to this project.
- 4) Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
- 5) Planned approach for the required services.
- 6) List of five references for similar projects, three of which should be similarly situated municipalities.
- 7) Proposed fee schedule that breaks down the costs of the services provided. The proposal shall not exceed 20 pages.

#### **VIII. EVALUATION AND SELECTION**

Award shall be based on the proposal deemed in the best interest of the Library. Firms may be asked to provide additional information and/or interview with appointed officials, elected officials, and/or staff. The following criteria, not listed in order of significance, will be included in the evaluation of the proposal:

- 1) General approach and plans to meet the requirements of the RFP;
- 2) Qualifications and experience of the firm and assigned personnel;
- 3) Consultant's past performance on similar projects;
- 4) Cost.

#### **IX. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT**

The content of all qualifications is ultimately a public record. Please Note: Louisiana has a very broad public records law. Most written communications to or from the St. Tammany Parish Library or its officials become public records available to the public and media upon request. Your e-mail address, submitted materials, and communications may therefore be subject to public disclosure. Please be aware the safest approach is to submit directly and with the understanding your submittal is public. Short-listed firms or individuals may go through an interview process that does not produce public records. While the notice of the process and identities of these applicants will be disclosed, including the general questions, the dynamic Q &

A in such interviews and responses will not be recorded or disclosed as no public record will be created.

## **X. CHANGES, ADDENDA, WITHDRAWALS**

The Library reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Library also reserves the right to cancel or reissue the RFP. If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, and cross-referenced clearly to the relevant proposal section, prior to the deadline for proposal submission.

## **XI. COST OF OFFER PREPARATION**

The Library shall not be responsible for costs associated with preparing the proposal or for any other costs. The Library shall not be responsible for costs associated with preparing the proposal or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Proposer and/or awarded contract and/or rejection of qualification. By submitting a proposal, each Applicant agrees to be bound in this respect and waives all claims to such costs and fees.