

CITY OF CASA GRANDE, ARIZONA

REQUEST FOR QUOTES

COMPENSATION STUDY

The City of Casa Grande Request for Quotes (RFQ) for Compensation Study.

Each response shall be in accordance with the RFQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available on the City's website: www.casagrandeaz.gov.

All responses must be submitted by 4:00 pm City time on Monday, March 3, 2014 to the City Clerk, Remilie S. Miller, and 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses shall be evaluated in accordance the RFQ scope of work package.

Responses must be addressed to:

**Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122**

**THE ENVELOPE MUST BE BOLDLY MARKED:
REQUEST FOR QUOTES COMPENSATION STUDY**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Request for Qualifications, or to reject any or all responses; to be the sole judge of the suitability of the materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson
City Manager

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GENERAL

The City of Casa Grande is seeking a qualified vendor to conduct a compensation study. This request for quote (RFQ) is designed to outline the City's requirements for this study and address the way in which quotes will be accepted.

SCOPE OF WORK

The vendor shall review and analyze the City's current compensation strategy.

The public and private employment-competitive employers currently used for market comparisons will be reviewed and recommendations for deletions and/or additions will be made as appropriate.

Classifications currently used as benchmarks will be reviewed and recommendations for deletions and/or additions will be made as appropriate.

After the market entities are finalized and the benchmark classifications are confirmed, the consultant will survey the selected entities to compare compensation data. The consultant will review, analyze and compile the survey data.

The consultant will recommend placement of classifications in pay ranges based on external market competitiveness and internal equity. Those recommendations will be finalized after consultation with key City staff members.

The consultant will recommend implementation strategies for the compensation system.

The consultant will also identify the appropriateness of other key compensation practices such as executive compensation, shift differentials, special assignment pay, skill pay, etc., and make recommendations for their use by the City of Casa Grande.

QUOTES MUST INCLUDE THE FOLLOWING:

- Statement of the company's capability to provide the requested service
- List of similar projects conducted in the past two years
- Statement of primary staff to be assigned to the project
- Proposed timetable for the project
- Total cost for the requested services and what is included in the price
- Additional optional services with cost that vendor deems relevant to the project
- The City may request work samples of prior similar projects

QUOTE SUBMITTAL:

Responses to this RFQ must contain five (5) hard copies and one (1) pdf electronic copy. All responses must be received by the City of Casa Grande by 4 p.m. local time on (Monday) March 3, 2014. Quotes shall be in a sealed envelope and clearly marked:

RFQ Compensation Study
Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Blvd.
Casa Grande, AZ 85222

No quotes will be considered if they are received after the above date and time.

Please direct any questions to Dawn Jett, Administrative Services Director at 520-421-8600 Ext. 2500 or via e-mail at dawn_jett@casagrandeazgov.

TERMS & CONDITIONS

This document outlines the terms and conditions of this request for quote; no other standard terms and conditions will be accepted. Payment for work completed will be made to the selected Vendor through the City's purchase order process. The City retains the right to reject any or all quotes or cancel the project with no award.

**REQUEST FOR QUOTES
COMPENSATION STUDY**

VENDOR INFORMATION AND ACKNOWLEDGEMENT

The undersigned hereby certifies the completeness and accuracy of the quote submitted, and acknowledges understanding and acceptance of the requirements and terms of this agreement.

Company Name: _____

Authorized Signature _____

Title: _____

Date: _____