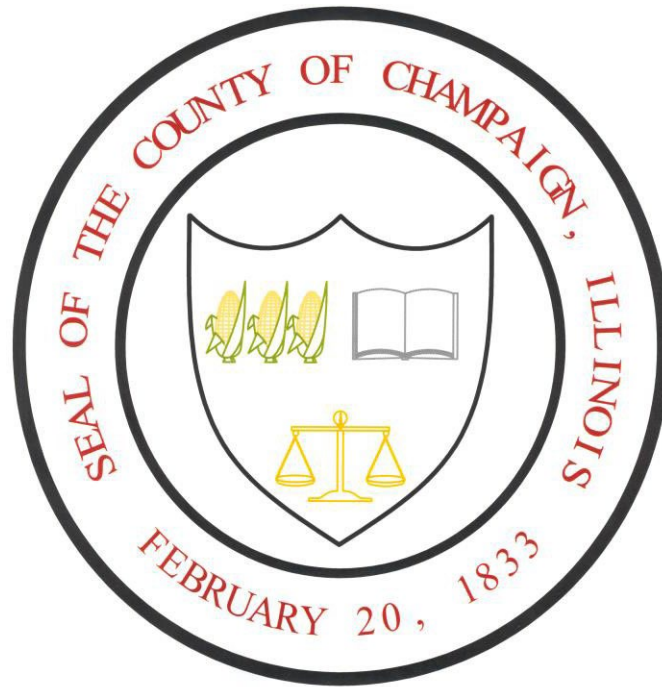


**CHAMPAIGN COUNTY EXECUTIVE'S OFFICE**



**REQUEST FOR QUALIFICATIONS (RFQ): 2022-002**

**CHAMPAIGN COUNTY WORKFORCE  
STUDY CONSULTANT SERVICES**

**Sealed Proposal Due Date: 2:00 pm, Friday, March 11, 2022**



**REQUEST FOR CHAMPAIGN COUNTY RFQ 2022-002  
CHAMPAIGN COUNTY WORKFORCE STUDY**

February 14, 2022

I invite you to furnish a proposal in accordance with the requirements as documented herein. Carefully follow the procedures as outlined to be considered for selection for this project.

**Sealed Proposals:** To be considered for the award of contract, vendors will deliver one (1) original and three (3) hard copies, and one (1) electronic copy (in Microsoft Office or PDF format) to the following address:

Attn.: Darlene Kloeppe, County Executive  
Champaign County Administrative Services  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802

**By 2:00 pm on Friday, March 11, 2022**

**All proposals shall be delivered in a sealed envelope clearly marked  
“SEALED PROPOSAL –  
RFQ 2022-002 – Champaign County Workforce Study Consultant Services”.**  
**The proposal shall include the entire response to this Request for Qualifications  
and any amendments which may subsequently be issued.**

**Proposals received after the above stated time will be considered a late quote and will  
not be accepted.**

Please direct questions regarding the proposal package to Rita Kincheloe at 217-384-3776 or [rkincheloe@co.champaign.il.us](mailto:rkincheloe@co.champaign.il.us)

Cordially yours,

Darlene Kloeppe, County Executive

**TABLE of CONTENTS**

<b>I.</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>II.</b>	<b>INSTRUCTIONS to PROPOSERS</b>	<b>4</b>
<b>III.</b>	<b>MINIMUM QUALIFICATIONS</b>	<b>5</b>
<b>IV.</b>	<b>TERMS and CONDITIONS</b>	<b>5</b>
<b>V.</b>	<b>SELECTION CRITERIA</b>	<b>6</b>
<b>VI.</b>	<b>BACKGROUND INFORMATION</b>	<b>6</b>
<b>VII.</b>	<b>SCOPE of SERVICES DESIRED</b>	<b>7</b>
<b>VIII.</b>	<b>PROPOSAL FORMAT</b>	<b>8</b>
<b>IX.</b>	<b>TIME SCHEDULE</b>	<b>9</b>

## **I. INTRODUCTION**

Champaign County is seeking proposals from qualified firms interested in providing consulting services to analyze the county’s personnel salary/benefit administration and to recommend strategies to improve the County’s workforce recruitment and retention.

The nine countywide offices include the County Executive, County Auditor, County Treasurer, County Clerk/Recorder, Circuit Clerk, Sheriff, Coroner, State’s Attorney, and County Courts. Although these officials operate under somewhat independent auspices, the County desires to evaluate position descriptions and compensation schedules in order to bring similar jobs within departments in line with each other and to remain competitive with the local job market in similar job categories.

The workforce is drawn from a regional area that includes the surrounding rural counties. The County is interested in developing a comprehensive multi-year plan to support recruitment and retention of the County’s workforce.

## **II. INSTRUCTIONS TO PROPOSERS**

1. All proposals must be submitted to:

Darlene Kloeppe, County Executive  
Brookens Administrative Center  
1776 East Washington St.  
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to (e-mail accepted):

Rita Kincheloe.  
Brookens Administrative Center  
1776 East Washington St.  
Urbana, IL 61802  
e-mail: [rkincheloe@co.champaign.il.us](mailto:rkincheloe@co.champaign.il.us)

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2022-002 – Champaign County Workforce Study Consultant Services**”. All proposals must be received by 2:00 pm on Friday, March 11, 2022. One (1) original and three (3) hard copies of your response, and one (1) digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

4. An authorized representative of the firm must complete and sign the proposal.
5. The County Executive or representative will notify appropriate firms if the County wishes to interview them and will establish the timeline for those interviews.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

### **III. MINIMUM QUALIFICATIONS**

The County encourages proposals from all firms with experience in the scope of work outlined in this request for qualification.

1. Please describe your company's experience in the following areas:
  - Salary administration
  - Employee recruitment
  - Employee retention
  - Employee benefit management
2. Describe any direct experience and knowledge your company has in providing additional services such as project management, human resources policy analysis, practices to encourage workforce diversity and inclusion, and other support and guidance surrounding workforce management services that may be of value to the project.
3. Share your company's experience in working with local governments.

### **IV. TERMS and CONDITIONS**

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer will be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.

## **V. SELECTION CRITERIA**

Proposals from firms meeting this RFQ's minimum requirements are solicited. The County's selection team will screen all proposals and generally evaluate them on the criteria outlined below. Proposal evaluation criteria will include:

1. Compliance with the RFQ minimum requirements
2. Expertise and composition of project team - minority and female-owned businesses are encouraged to apply.
3. Demonstrated ability to provide services for a county the size of Champaign with similar scope of activities
4. The accuracy of the firm's perception of the County's needs and the firm's method(s) for meeting those needs
5. References for past work
6. The fee proposal for providing the requested services
7. The availability of other related support services
8. Any other information provided that the County may deem valuable

## **VI. BACKGROUND INFORMATION**

The County of Champaign has a population of 205,865, is the 10<sup>th</sup> largest county in the state of Illinois, and home to the University of Illinois at Urbana-Champaign, two large healthcare systems, several national/international companies, and an active arts community. Most of the County's land area is committed to agricultural uses. Located in East Central Illinois, the County is a transportation hub for highway, rail and air traffic.

The County's twenty-two (22) member County Board sets the overall county budget; however staff are the employees of the 9 county elected officials, who set personnel policy and manage the workforce for their offices. There are approximately 430 county employees, including 13 bargaining units (AFSCME and FOP) and non-bargaining staff, with approximately 100 job descriptions, many of which are similar and can be characterized as the following: administrative/ clerical, law enforcement/corrections, IT, maintenance/custodial, professional services. A complete list of the county's positions and current salary schedule is posted in the County Board's budget at [www.co.champaign.il.us](http://www.co.champaign.il.us). The County's total payroll includes quasi-governmental units, such as the Champaign County Regional Planning Commission, not to be included in this study.

The FY2022 approved General Corporate Fund operating budget that includes most County personnel is \$44 million. The County's fiscal year runs from January 1<sup>st</sup> through December 31<sup>st</sup>.

## **VII. SCOPE of SERVICES DESIRED**

We expect that the workforce study scope of work will include the components detailed below. If your team disagrees with any of these components, or feels additional work is required or recommended, your proposal should clearly articulate your recommended modifications. The selected consultant team will be expected to complete the following:

1. SALARY ADMINISTRATION:

The consultant will review position descriptions and make recommendations for competitive salaries of each category of similar position.

2. EMPLOYEE RECRUITMENT:

The consultant will review the County's current recruitment efforts and make recommendations for improving recruiting tools and methods, including compensation packages and strategies for diversity and inclusion that reflect the local community.

3. EMPLOYEE RETENTION:

The consultant will review the County's current retention strategies and make recommendations for improving retention of employees, including opportunities for professional development/promotion, review of policies related to sexual harassment and discrimination, and competitive compensation packages.

To support the development of a county-wide workforce plan to improve recruitment and retention, the consultant must be able to incorporate appropriate information from previous County studies, data from salary surveys being obtained through the County's associations and partnerships, and information from local, state, national resources relevant to the County's workforce and policies.

### DELIVERABLES:

The deliverable sought will be a salary (and benefit) structure to promote competitive hiring and retention of County employees. Each component should be clear, succinct and easily interpreted. Non-technical language and references are preferred for this engagement, though technical information, where appropriate, should be provided as additional, supplemental, or exhibit material. All materials produced for this engagement will become the property of Champaign County. All materials are to be provided upon conclusion of the engagement in PDF form as well as in the format originally produced.

Additional requests for the provision of materials may be discussed during the engagement.

## **VIII. PROPOSAL FORMAT**

The proposal **must** be organized in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Proposals should include, in this order:

1. Brief company history and description, including size and number of employees, and responses to Section III Minimum Qualifications
2. Any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, independent service providers or other firms or with any representative (official, employee, or agent) of the County of Champaign
3. Three references from previous similar projects that includes a brief description of the project, the timeframe for completion (actual dates), the cost of the project, and the contact information for the reference.
4. Detailed work plan to complete the entire Scope of Work to include a project timeline with deliverables and key milestones. List tasks to be accomplished and the budget hours to be expended for each task. At least one public presentation in front of the County Board should be anticipated to close out the project.
5. Name of project manager, resumes for project team members and relevant certification information for each. Outline the project management approach that your company will employ to executethis project.
6. Fee schedule: Provide detailed cost estimate of the project, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a "Not to Exceed" cap or a cost per deliverable. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.
7. Commit to working closely with the County's stakeholders and outline estimated time commitments from critical partners, etc. Clearly define any assumptions for the provision of information, materials, or research by the County, and which resource you anticipate will provide the materials. If survey work or local data collection is anticipated, please provide details on experience in this area and the requirements of the County that will be needed to complete.
8. An explanation of what distinguishes the services the submitting firm can provide from other firms.



<b>IX. TIME SCHEDULE</b>
--------------------------

The County has established the following timetable which is tentative and is subject to revision during the process of review and selection by the County.

February 14, 2022	Request for Qualifications Posted and Advertised
March 11, 2022–2:00 pm	Proposals Due
March 11, 2022–2:30 pm	Proposals Opened – <i>Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL</i>
March 14-18, 2022	Proposals to Selection Team/Interviews
March 18, 2022	Selection of Top Ranked Firm by Evaluation Team
March 22, 2022	Negotiate Agreement with Selected Firm/Award Contract