

Cody & Associates, Inc.

220 Jamaica Dr. Cocoa Beach, FL 32931

Phone: 321/783-9552 Fax: 321/613-3962

Proposal for a HR, Classification, and Compensation Study for the City of Madeira Beach

RFP NO.: 2024-01



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HR, CLASSIFICATION, AND COMPENSATION STUDY

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Transmittal Letter

Cody & Associates, Inc.

220 Jamaica Dr. Cocoa Beach, FL 32931
Phone: 321/783-9552 Fax: 321/613-3962

February 06, 2024

City of Madeira Beach
Attention: City Clerk
Madeira Beach, FL 33708

Cody & Associates, Inc. is pleased to submit this quote to conduct an **HR, Classification, and Compensation Study** for the City of Madeira Beach.

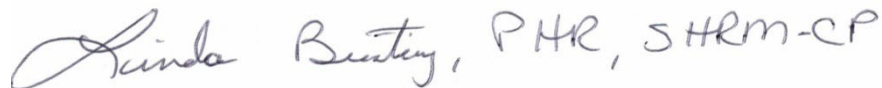
The approach to the project and detailed work plan is included in this proposal. We understand and can perform the scope of services requested and the assistance you require in this Study. We have conducted compensation and classification studies to numerous public sector clients in the state of Florida and understand the Florida market, and the changes incurred by the increased minimum wage.

Thank you for the opportunity to assist the City in this study. We look forward to discussing our quote with you in greater detail.

The person who is authorized to make representations for *Cody & Associates, Inc.* is: Linda Bunting; Address: 220 Jamaica Dr., Cocoa Beach, FL 32931; phone number: (321)783-9552; Fax number: 321/631-3962; email: Lbunting@codyassiates.org.

The terms, conditions, and prices for this study are valid for a period of one hundred eighty (180) days.

Sincerely,



Linda Bunting, PHR, SHRM-CP
President

PROPOSER'S EXPERIENCE AND QUALIFICATIONS

Cody & Associates, Inc. is a small Human Resources consulting firm specializing in Classification and Compensation for government entities in the state of Florida. We have three full time employees with additional support staff. Our office is located in Cocoa Beach, Florida.

Cody & Associates, Inc. is a Florida based and incorporated management consulting company which was established in 1974.

Cody & Associates, Inc. has provided Wage, Salary and Classification services to over 900 clients including municipal and county government agencies in the State of Florida. We have worked with municipal utilities, bargaining, and non-bargaining positions. We know the Florida market. With the annual increases to the minimum wage this has driven wages up overall. We design a pay plan that aligns with our clients' structure (internal relationship) and is competitive with their market (external relationship).

Our company is known for its outstanding work product and works very closely with our clients to resolve their problems and fulfill their needs. *Cody & Associates, Inc.* communicates with our clients to render a personalized management consulting service.

Linda Bunting works personally on all studies and has support staff to assist. She is involved in all aspects of the studies and works closely with clients to provide a pay plan that works for them. We offer implementation options that fit with our client's budget and can discuss options on how to implement. Linda took over as President in 2016, after working for *Cody & Associates* for over 12 years. We provide free follow-up for our clients for a year after completing a study. This includes analyzing new positions and providing a pay range for the positions. We are a Florida based company and understand the Florida market. Over the last few years, we have seen the most aggressive changes in pay in Florida. This was based on the increase in minimum wage, the employee shortage, and the high inflation. We have many contacts with government entities which helps us keep a pulse on what is going on with compensation as well as employment trends. This is what sets us apart.

Cody & Associates is experienced in the scope of work the City is requesting and can complete the study to meet your needs.

It is important that you know the specific consultants to be assigned to the day-to-day conduct of the study.

LINDA BUNTING, SHRM-CP, PHR, President, has a Bachelor's in Business Administration from University of Phoenix and holds a SHRM-CP and a Professional in Human Resources from the HR Certification Institute.

Linda has over twenty years of professional experience in classification analysis, wage and salary administration, and benefit analysis and administration for Florida municipal and County customers. Linda has been Project Manager on over 250 studies. Linda works out of our Cocoa Beach Office, which will be the primary work site for the study and will function as the Project Team Manager.

Ms. Bunting's specific responsibilities on this project:

- Directs the overall direction of the Project Plan.
- Works directly with the Client's staff on a day-to-day basis.
- Authority to speak for the Consultant in all study areas.
- Conducts the on-site analysis and develop recommendations.
- Directs the data collection.

LYNN BYRD, Consultant, has a Bachelor's Degree from University of South Florida, Tampa, Florida
Lynn has eleven (11) years of professional experience in classification and compensation, and job analysis with Cody & Associates.

Lynn's specific responsibilities on this project:

- Assist in the overall direction of the Project Plan.
- Work indirectly with the client's staff.
- Conducts data collection.

DONNA HUDSON, Administrative Manager

Donna has over ten (10) years administrative support and data collection for Cody & Associates.

Donna's specific responsibilities on this project:

- Job Description updates
- Posting salary data
- Benefit Analysis
- Work's indirectly with client's staff

We have additional support staff to assist in data collection, compilation, and other functions as needed.

Below is a list of government contracts completed in the last three years. They are all classification and compensation studies unless otherwise stated::

City of New Port Richey	Lee County Clerk of Courts
Collier County (Salary Survey)	City of Jacksonville Beach
Collier Tax Collector	Emerald Coast Utilities Authority
City of New Port Richey Fire only	Sumter County Property Appraiser
Seacoast Utilities Authority	City of Satellite Beach
Sun n Lake	Pasco Mosquito Control
City of Bushnell	Charlotte County Tax Collector
City of Palmetto	Lakewood Ranch
Nassau Clerk of Courts	St. Lucie Tax Collector
City of Valparaiso	City of Frostproof
City of Ormond Beach	City of Crescent City
Citrus Mosquito Control	Collier Tax Collector
Lee County Tax Collector	Sarasota County (select positions only)
City of Plant City (Full Study)	Polk County
City of Ormond Beach	Central Florida Expressway Authority
	Town of Southwest Ranches

REFERENCES

The below references are just a few of our recently completed projects.

Polk County - 330 West Church St; Bartow, FL 33831

Kandis Buford, Equity and HR Director

863/534-6587

KandisBuford@polk-county.net

Compensation Study - 8/1/2022 – 2/16/2023 Cody & Associates, Inc.

City of Jacksonville Beach - 11 North Third St.; Jacksonville Beach, FL 32250

Kimberlee Bennett, Director of Human Resources

904/247-6111

Kbennett@jaxbchfl.net

Classification and Compensation Study with Benefits – 1/19/2022 – 6/1/2022

City of Ormond Beach – 22 South Beach Street, Ormond Beach, FL 32174

Claire Whitley, Assistant City Manager

386/676-3202

Claire.Whitley@ormondbeach.org

Classification and Compensation Study – 10/15/2021 – 3/15/2022 Cody & Associates, Inc.

Central Florida Expressway Authority – 4974 ORL Tower Road, Orlando, FL 32807

Evelyn Wilson, Chief Human Resources Officer

407/690-5317

Evelyn.Wilson@cfxway.com

Compensation Study 11/30/2022 – 1/30/2023 Cody & Associates, Inc. conducted a complete compensation study for the Expressway. We completed the study in a timely manner. We have worked with the Authority multiple times over the past nine years.

UNDERSTANDING AND APPROACH

(This can be discussed in further detail)

This section describes the work plan that *Cody & Associates, Inc.* will utilize for the project and includes specific tasks or steps. Our consultants will work closely with the City's staff to ensure that they have complete understanding of the study.

➤ **INTRODUCTION AND PROJECT ORIENTATION**

The Consultant will conduct initial meetings with the City's HR staff to discuss the current classification and pay plan, pay practices, performance evaluation scoring methodology, and philosophy of compensation and finalize the scope of work. Discussions with all department heads to discuss department concerns will also be held.

➤ **EVALUATE PAY POLICIES AND PRACTICES**

The consultant will evaluate existing pay policies and practices including additional monetary incentives.

➤ **POINT FACTOR JOB EVALUATION SYSTEM**

- The *Cody & Associates, Inc.* Point Factor Job Evaluation System is a logical, systematic and orderly method of gathering facts about jobs. It requires the application of value judgments in a standardized and understandable way. The objective is to ensure consistency and equity of results in evaluating jobs.
- One purpose of this quantitative job evaluation system is to set the value of a position by determining a numerical score for each job based on job-related tasks, duties and conditions of work performed.
- Positions which require approximately equal levels of skills, efforts, responsibilities and working conditions are placed into the same level for job difficulty comparisons. The comparable difficulty of a position is therefore measured within an organization unit or agency.
- The point factor comparison cross compares jobs against all other positions in the organization using all job factors.

➤ **SALARY SURVEY/MARKET PRICING**

The objective of this survey will be to determine what must be provided in terms of salaries in order to be competitive with other employers recruiting in your labor market.

The Consultant will select "benchmark" classes from the classification plan to be utilized in the salary survey. These jobs will represent a cross-section of occupations and pay levels within the pay system. The benchmarks will include those occupations which can be accurately compared with other employers included in the survey. The relevant labor market to be surveyed will be agreed upon with the City and the Consultant.

➤ **INTERPRETATION OF SALARY DATA**

This is the most important step in the salary schedule design. Since the Consultant has conducted several similar studies for many similar agencies, Cody & Associates, Inc. understands what jobs are comparable, regardless of titles assigned. The Consultant will provide a report showing a summary of the salary data results.

➤ **DEVELOPMENT OF PAY GRADES AND SALARY STRUCTURE**

Based on the job evaluation and analysis of the salary survey data, Cody & Associates, Inc. will design a salary structure for all jobs. This step will transform the data from the salary survey into specific salary ranges that progress in a regular manner across all levels. Salary compression between positions will be addressed during this step.

➤ **PREPARATION OF REPORT**

Cody & Associates, Inc. will prepare and present report which will include all the details of the project.

➤ **IMPLEMENTATION AND FOLLOW-UP ASSISTANCE**

Cody & Associates, Inc. will develop a complete implementation plan covering various workable alternative which address compression with associated costs. *Cody & Associates, Inc.* will have a staff member available to answer any questions for a twelve (12) month period concerning recommendations resulting from the project and provide continuing assistance (at no additional cost) during this period.

➤ **ESTIMATED PROJECT TIME**

The estimated time to complete the project is approximately 3 months.

➤ **COST**

Cost to conduct an HR, Classification, and Compensation Study will not exceed \$13,500. This includes up to three visits to the City.

Additional Cost options:

Benefits - \$1,500

Job Descriptions Updated: \$2,200

PART C:

PROPOSAL RESPONSE REQUIREMENTS

1. *The total number of pages in the proposal shall not exceed 15 pages.*
2. Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work as well as:

Company Cody & Associates, Inc.

Address: 220 Jamaica Dr. Cocoa Beach, FL 32931

Phone #: 321/783-9552

Email Address: Lbunting@codyassociates.org

Name of Authorized Representative: Linda Bunting

1. **Introduction** – On a cover sheet to the proposal, provide the official name, address, phone number and fax number of the applicant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.
2. **Experience and Qualifications** –
 - a. A brief description of the experiences and qualifications.
 - b. Listing and bios of proposed staff member(s) who will be performing the services.
 - c. A brief description of the organization.
 - d. A list of cities for which the consultant has conducted the comprehensive classification and compensation studies (within the past five years).
 - e. A list of three recent client references, including telephone numbers, email addresses, and addresses.
3. **Approach/Methods Used to perform the Project** – Detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the following items:
 - a. Proposer’s understanding of the services to be provided.
 - b. Complete methodology to be used in determining benchmark positions, other cities and counties to include in the survey, and determining salary ranges.
 - c. Description of the system you utilize to determine internal equity.
 - d. Description/philosophy in determining market rates and how that relates to individual classification and what connection that might be to the pay table. Also, provide a description on how you determine minimums and maximums on the pay table.
 - e. Estimated time the project will take from beginning to completion date.

4. **Cost Proposal** – This section should contain a complete breakdown of all costs relating to the content of the proposal, including the maximized total cost, as well as an itemized breakdown of the compensation required to accomplish the full performance of all tasks outlined in the proposal. Upon selection, it is expected that the consultant will make a minimum of 2 visits to the City. One to kick off the project to include meetings with staff to discuss issues and a meeting to present findings to the Civil Service Commission, the Board of Commissioners, the City Manager, and select staff.

5. **Materials to Submit** – Interested firms must submit eight copies of their proposal and one copy (USB – PDF Format). All bid proposals must be submitted in person or by mail to the Attention of the City Manager no later than Friday, February 9, 2024, at 3:00 p.m., at which time the sealed bid proposals will be opened in a public meeting for that purpose. ALL bid proposals must be clearly marked “SEALED” outside the package. The address to submit the seal bid proposals:

City of Madeira Beach
 Attention: Robin I. Gomez, City Manager
 300 Municipal Drive
 Madeira Beach, FL 33777

6. **Review Process** – The City of MADEIRA BEACH reserves the right to reject any or all submittals. The City may request one or more firms to provide a detailed proposal.

7. **References:**

(A) Name of Entity: Polk County BOCC
 Nature of Services Provided: Classification and Compensation Study

Contact Name: Kandis Buford, Equity and HR Director
 Contact Phone Number: 863/534-6587

(B) Name of Entity: City of Jacksonville Beach
 Nature of Services Provided: Classification and Compensation Study

Contact Name: Kimberlee Bennett, Director of Human Resources
 Contact Phone Number: 904/247-6111

(C) Name of Entity: City of Ormond Beach
 Nature of Services Provided: Classification and Compensation Study

Contact Name: Claire Whitley, Assistant City Manager
 Contact Phone Number: 386/676-3202

COMPLIANCE WITH ALL APPLICABLE LAWS

Respondents shall comply with all applicable local, state, and federal laws and codes.

ATTACHMENTS

Drug Free Workplace Certification CONSULTANT shall include a signed and completed Drug Free Workplace Certification, attached hereto as Exhibit B.

DRUG FREE WORKPLACE CERTIFICATION.

SWORN STATEMENT ON DRUG FREE WORKPLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Madeira Beach by Linda Bunting, President

[print individual's name and title]

_____ for Cody & Associates, Inc.

[print name of entity submitting sworn statement]

whose business address is: 220 Jamaica Dr. Cocoa Beach, FL 32931 and _____ (if applicable) its Federal Employer Identification Number (FEIN) is 59-1500031 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a City contract for public improvements, procurement of goods or services (including professional services) or a City lease, franchise, concession, or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it will provide a drug free workplace by:

Providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's workplace is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:

- (i) the dangers of drug abuse in the workplace.
- (ii) the person's or entity's policy of maintaining a drug-free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant.
- (iii) any available drug counseling, rehabilitation, and employee assistance programs; and

City of Madeira Beach

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- (iv) the penalties that may be imposed upon employees for drug abuse violations.
- (2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its workplaces a written statement of its policy containing the foregoing elements (i) through (iv).
- (3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.
- (4) Notifying the City within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.
- (5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (6) Making a good faith effort to continue to maintain a drug free workplace through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF MADEIRA BEACH IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CITY DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the workplace as to indicate that such person or entity has failed to make a good faith effort to provide a drug free workplace as required by subsection 3-101(7)(B).

Signatory Requirement. In the case of a corporation, this affidavit shall be executed by the corporate president. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity or the individual.

Signature: *Linda Bunting*
Title: President
Company: Cody & Associates, Inc.

NOTARY PUBLIC

STATE OF FLORIDA

CITY OF Brevard

Sworn to and subscribed before me this 6th day of Feb., 2024.

by Linda Bunting who

is personally known to me OR Produced identification

FLDL [type of

identification] My commission expires Aug 23, 2024

Notary Public Signature *Brandy Geesey*
[Print, type or stamp Commissioned name of Notary Public]

Requests for Additional Information

Questions or requests for additional information should be directed to the City Manager, Robin Gomez at rgomez@madeirabeachfl.gov.

Signature of Proposer's Agent

Title

Linda Bunting

President

Printed Name

Date

Linda Bunting

February 06, 2023

City of Madeira Beach
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