

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: April 3, 2023

#### Topic:

Approve a Professional Services Agreement with Paypoint HR, for Administrative Contract Number 0000-10090, Classification and Compensation Study, for a not-to-exceed amount of \$37,500 (RFP 2023-04R), authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

#### Background:

The proposed professional services agreement with Paypoint HR includes a scope of work to determine the classification and competencies for each position within the City and Tomball Economic Development Corporation (TEDC) in order to evaluate market competitiveness and make compensation recommendations.

To determine the classification and competencies, the Consultant will be conducting job analysis and evaluation for each position with direct input from our employees and establishing internal alignment using a point factor system. Based on the information received the Human Resources department will receive updated job descriptions that can be utilized for future positions and salary surveys.

The information derived from the classification and competencies will be utilized to complete the compensation component of the scope of work. This component will develop the labor market survey parameters and collection and evaluation of labor market survey data. The findings will be reviewed and analyzed to look for possible areas of improvement resulting in the creation of a pay structure and guide for implementation that will be provided in a final report to the City.

The final step of the study will include training on customized software that is unique to the results of the study. This will allow Human Resources to utilize the software to complete salary surveys and input new positions as the City continues to grow.

Paypoint HR was selected through the Request for Proposal process (RFP 2023-04R). Five firms submitted proposals, the top three firms were interviewed, and two firms provided demonstrations with staff. Paypoint HR was selected as the most highly qualified respondent. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for completing the proposed project were allocated in the Fiscal Year 2022-2023 budget.

**Origination:** Project Management

#### Recommendation:

Staff recommends awarding a Professional Services Agreement to Paypoint HR for the completion of a Classification and Compensation Study, for a total amount not to exceed \$37,500.

**Party(ies) responsible for placing this item on agenda:**

Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: \_\_\_\_\_

If yes, specify Account Number: # 100-115-6304

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo  
Staff Member \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_  
City Manager \_\_\_\_\_ Date \_\_\_\_\_