

IMPORTANT NOTICE!!

If you download these materials and wish to be added to the proposer contact list send an email to: purchasing@springfield-or.gov

Information to be provided:

- “RFP #3778 - Comprehensive Classification Review and Development” in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing website at <http://www.springfield-or.gov/city/finance/purchasing> to check for any available addendum to current opportunities, cancellations, or intents to award posted.

**CITY OF SPRINGFIELD
OREGON**

**Request for Proposal #3778
Human Resources
Comprehensive Classification Review and Development**

Sealed proposals will be received by the Finance Department, City of Springfield, 225 5th Street. Springfield OR, 97477, Attn: Yueyin Lin until 2:00 pm Pacific Standard Time (PST), April 7, 2025 and opened at 2:15 pm PST the same day. Sealed proposals must be marked “**RFP #3778 - Comprehensive Classification Review and Development**”.

The City of Springfield is seeking proposals from qualified vendors to conduct a comprehensive review and development of classifications for non-represented and management positions. The objective of this project is to ensure that all job classifications are accurate, align with current organizational needs, and comply with Oregon’s Equal Pay Act by ensuring comparability across positions with similar duties, responsibilities, and working conditions.

Proposal packets are available on the City’s website at www.springfield-or.gov/city/finance/purchasing or by contacting Yueyin Lin via email at purchasing@springfield-or.gov.

The City of Springfield reserves the right to accept or reject any or all proposals or to waive any specifications or requirements, or to negotiate with any vendor submitting a proposal regarding any aspect of this Request for Proposals when doing so is deemed to be in the best interest of the City.

The City of Springfield encourages proposers or sub-contractors who are minority, woman-owned and emerging small businesses to participate in City projects.

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact Yueyin Lin at 541-726-3709 at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.



**Request for Proposal
#3778**

Comprehensive Classification Review and Development

City of Springfield
Human Resources Department
Springfield, Oregon 97477

MARCH 5, 2025, 5:00 pm PST

I. Project Overview

The City of Springfield seeks to develop a modern classification strategy for represented and non-represented general service, supervisory, and management classifications that:

1. Ensures sufficient differentiation between classifications to prevent misclassification while maintaining comparability for equal pay.
2. Retains flexibility to adapt to changes in market compensation conditions.
3. Address compression concerns between management and their union positions.

The selected firm will evaluate the existing classification system, conduct market research, identify trends and best practices, and provide recommendations for implementation and administration. The final system should be clear, equitable, and easy to maintain.

II. Overall Project Description and Scope of Work

The City of Springfield seeks a consultant to conduct a comprehensive review and update of job classifications. This Request for Proposal (RFP) aims to establish a contract for these services as outlined in Attachment 1 – Scope of Work.

III. Proposal Submission Requirements

Your response to the Request for Proposal must contain all the information requested in the Request for Proposal along with acknowledgement of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

Content requirements

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.
2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm.
 - a. The letter must introduce the Proposal, provide an overview of your representation according to the Attachment 1 Statement of Work.

- b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals, including the Attachment 2 Sample Contract terms and conditions.
 - c. The letter must designate the Proposer's contact person during the Proposal review process.
 - d. Identify whether you qualify as resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.
 - e. Include a statement of the firm's ability to begin work July 1, 2025, and a statement that the submission is a firm offer for a 90-day period.
 - f. Pending Litigation: Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm's role or ability to perform the consulting services.
3. **Qualifications** - Include a detailed statement of the qualifications of the firm. This should include organizational history, clients presently served, and extent of job classification review and development work.
4. **Resumes** - Include a resume(s) for the staff assigned to this engagement.
5. **Approach** - The proposal should set forth a detailed work plan outlining the firms job classification review and development process.

The proposal should address:

- a. Comprehensive evaluation of job classifications to determine relative worth within the organization.
 - b. Recommendation of changes to the hierarchical structure of classifications.
 - c. Develop a review and appeal process.
 - d. Maintenance strategies for keeping classifications current and equitable.
 - e. Identify of compensation inequities and a corrective action plan.
 - f. Establish benchmarking standards.
 - g. Conduct salary surveys.
 - h. Recommend for adjustments to the existing compensation structure.
6. **Fee Proposal** – The fee proposal must list the total hours, personnel costs, and out-of-pocket expenses for the services outlined in the Scope of Work.

In addition, proposers are to break those hours down by type of employee that will be assigned to this engagement. A suggested format is:

Job Title	Number of Employees	Estimated hours
Partner		
Manager		
Supervisor		
Senior		
Junior		
Total		

*Job titles may vary between firms.

7. **Additional Services** - If it should become necessary for the City of Springfield to request the Consultant to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield and the firm shall be performed at the same rates set forth in the Fee Proposal. Submit an hourly fee estimate for any possible additional services.
8. **References** - Provide a minimum of five (5) references from organizations where similar job classification services were performed. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address and a telephone number. References cannot include current City Staff.
9. **Attachment #2** – Sample Contract – in your cover letter acceptance of terms and conditions.
10. **Signed Attachment #3** – Authorization to Legally Bind Bidder
11. **Signed Attachment #4** – Minority Women Emerging Small Business Form (MWESB)

IV. Evaluation and Selection Criteria

A committee comprised of representatives from the City will review the Proposals for conformance with the requirements of the Request for Proposals. Conforming Proposals will be evaluated according to the criteria listed below.

1. **Proposal Review**
 - a. The proposals will be examined to determine that the firm satisfies the mandatory elements as identified in section 2a. Firms who do not meet the mandatory elements will be eliminated from further consideration.

- b. Next the committee will use the selection criteria as identified in section 2b to score each proposal. Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews, if any, the committee will make a final selection based on the best overall interests of the City of Springfield. The committee will rely on information provided in the Proposals and during interviews, if any, as well as information provided by references.

2. Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the criteria which will be considered during the evaluation process.

- a. Mandatory elements
 - i. Establish internal equity and maintain pay comparability.
 - ii. Develop a modern classification system that ensures clear career progression.
 - iii. Provide a sustainable approach for classification maintenance.

b. Proposal Evaluation Criteria

Criteria	Possible Points
Understanding of work and ability to manage it	20
Firm's qualifications	15
Relevant experience	20
References	10
Cost	30
Completeness of proposal	5
Total	100
Oral Presentation (if applicable)	20
Grand Total	120

c. Oral Presentations (if any) and Final Scoring

- i. After the technical proposals have been evaluated and finalist firms have been identified, those firms will be invited to make an oral presentation to the committee.

- ii. Presentations provide the firms an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the originally submitted cost.
- iii. The committee will score the firm's presentations in the context of the criteria listed in section 2.b. of this document and whether the presentation and responses enhance the scoring of the written proposals. Firms may receive up to an additional 20 points on the presentation.
- iv. Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, from which the selection of a firm will be made.

d. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring proposer based on Cost. If these scores are also tied, then by taking the highest scoring proposer based on their Qualifications.

V. Schedule for Selection Process

RFP Package Available	March 5, 2025, 5:00 pm PST
Request for Clarification Due (if applicable)	March 24, 2025, 2:00 pm PST
Solicitation Protests Due	Same as request for
clarification	
Response to Clarification Due (if applicable)	March 31, 2025, 2:00 pm PST
Proposals Due:	April 7, 2025, 2:00 pm PST
Review & Interview (if applicable)	Approximately 2 weeks after
proposals due	
Intent to Award Notice (approximate)	May 5, 2025
Contract Award (approximate)	May 19, 2025

Public opening of the RFP responses will take place on April 7, 2025, at 2:15 pm PST at:
 Springfield City Hall, Finance Department, 225 5th Street, Springfield, Oregon 97477. All interested parties are invited to attend.

Prospective Proposers may contact Yueyin Lin by email at purchasing@springfield-or.gov for further information regarding this process or to request clarification. **Contact with other City officials may be grounds for disqualification.** Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the selection process. Upon receipt of an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff person, who then prepares a written reply. City staff, in turn, posts the questions and responses in an Addendum.

Follow-up questions and/or clarifications may continue to be submitted in this fashion until March 24, 2025, 2:00 pm PST.

VI. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at <http://www.springfield-or.gov/city/finance/purchasing> and select the document titled **RFP #3778 - Comprehensive Classification Review and Development** or in-person at Springfield City Hall, Department, 225 Fifth Street, Springfield, OR, 97477.

Each Proposal must include one (1) original signed submission, marked “**RFP #3778 – Comprehensive Classification Review and Development**” and (1) electronic copy (PDF format) on a CD or thumb drive. Each original Proposal and required materials must be contained in a sealed envelope or box and must be received no later than 2:00 pm PST, April 7, 2025, at the following address:

City of Springfield
Finance Department
Attention: Yueyin Lin
225 Fifth Street,
Springfield, OR 97477

VII. Late Proposals Not Considered

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

VIII. Addenda to RFP

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield’s website at <http://www.springfield-or.gov/city/finance/purchasing> and select the document titled **RFP #3778 – Comprehensive Classification Review and Development**. The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the Proposal. The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the Proposal, the decision of the City shall be final and binding upon all parties.

IX. Contract

The successful Proposer will be expected to enter a professional services contract with the City. The contract will specify the extent of services to be rendered, the means and

methods of providing the services, and the amount of compensation. A sample contract is included as Attachment 2.

X. Negotiation of Price Agreement

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost effectiveness and quality central control. Once a tentative selection has been made by the evaluation committee, City staff will attempt to negotiate a contract with the preferred Proposer. If the negotiations are not successful, City staff will negotiate with other qualified Proposers in the order of their respective qualifications until an agreement is reached or City staff decides to terminate the selection process.

XI. City Selection Discretion

Springfield reserves the right to reject any or all bids and to waive irregularities and informalities in the selection process. Springfield further reserves the right to negotiate, amend, and refine bids in consultation with one or more of the prospective Proposers.

XII. Proposal Ownership

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's own records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with City's Finance Director (address listed below) prior to the submissions of their Proposals.

Nathan Bell Finance Director
City of Springfield Finance Department
225 Fifth Street
Springfield, OR 97477

XIII. Exceptions to Request for Proposal

If, for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Yueyin Lin
Springfield Finance Department
225 Fifth Street
Springfield, OR 97477
purchasing@springfield-or.gov

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website <http://www.springfield-or.gov/city/finance/purchasing> and select the document titled **RFP #3778 – Comprehensive Classification Review and Development**. Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include, as part of their response, written exceptions to those requirements. Such request shall be delivered on or before March 24, 2025, 2:00 pm PST.

XIV. Solicitation Protest Procedure

A prospective Proposer may submit formal protests to this Request for Proposal or any addenda to purchasing@springfield-or.gov. This request must be delivered no later than March 24, 2025, 2:00 pm PST or the close of the next business day following issuance of an addenda, whichever occurs later. A written protest of this Request for Proposals must include:

- Sufficient information to identify the solicitation being protested, such as including “RFP #3778 Protest” in the email subject line;
- The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name;
- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- The relief sought, including a statement of the desired changes to this RFP or the procurement process the prospective Proposer believes will remedy the conditions that form the basis for the protest.

The City will review protests to the solicitation that are timely filed and notify the prospective Proposers of the decision in writing no fewer than three business days before the closing date, unless the City finds that circumstances warrant a shorter time period. In response to a valid Protest, the City may issue an addendum to this RFP. An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of this RFP.

XV. Award Protest Procedure

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the City’s award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. This right to protest shall conform to the written requirements of OAR 137-047-0740 and specify the grounds upon which the protest is based.

An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of City's Contract award. Protests must be submitted to:

Nathan Bell
Finance Director
City of Springfield
225 Fifth Street
Springfield, OR 97477

XVI. Cost of Proposal

The City is not liable for any costs incurred by vendors for the preparation and presentation of their Request for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

XVII. AMERICANS WITH DISABILITIES ACT COMPLIANCE

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact Yueyin Lin @ ylin@springfield-or.gov at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.

ATTACHMENT 1

Scope of Work

General Information & Background

The City of Springfield is requesting proposals from qualified vendors to conduct a comprehensive review and update of its job classification systems for general service and management positions. The project aims to ensure job classifications are accurate, align with current organizational needs, and comply with Oregon's Equal Pay Act by maintaining comparability across positions with similar duties, responsibilities, and working conditions. Employee compensation, benefits and other conditions are governed by established by personnel policies and collective bargaining agreements.

Purpose and Objective

The consultant will develop a modern job classification system that:

1. Establishes internal equity and maintains pay comparability.
2. Ensures clear career progression.
3. Provides a sustainable approach for classification maintenance.

Scope of Services to be Provided

1. *Job Classification System Evaluation:*
 - a. Conduct a comprehensive assessment of all general service and job classifications.
 - b. Determine the relative worth of positions within the organization.
 - c. Ensure classifications align with job responsibilities, qualification, and reporting structure.
2. *Hierarchical Structure Review:*
 - a. Analyze the current classification hierarchy and recommend necessary adjustments.
 - b. Ensure proper differentiation between job levels to maintain internal equity.
3. *Review & Appeal Process:*
 - a. Design a transparent appeal process for employees to review and request a change to their job classifications.
 - b. Establish clear guidelines for requesting/appealing and reviewing job classification reviews requests.
4. *Maintenance System Development*
 - a. Create a system for ongoing classification updates to ensure consistency.
 - b. Outline annual review activities and procedures for adjustments.

5. *Pay Equity Analysis:*
 - a. Identify individual or group compensation inequities.
 - b. Provide a structured corrective action plan to address disparities.
6. *Benchmark Standards & Salary Surveys:*
 - a. Establish industry benchmarking standards comparable roles with comparable entities.
 - b. Conduct salary surveys to assess market competitiveness.
7. *Compensation Structure Recommendation:*
 - a. Evaluate and recommend updates to the City's internal pay structure.
 - b. Ensure the structure supports fair compensation and career growth.

Deliverables:

1. *Job Classification Report* – Includes findings, recommendations for the development of a new classification system, and implementation plan.
2. *Updated Job Descriptions* – Aligning with best practices and organizational needs.
3. *Review & Appeal Process Guidelines* – Clear steps for employees and Human Resources.
4. *Pay Equity Analysis* – Identifies disparities and corrective actions.
5. *Salary Benchmarking Report* – Comparative analysis of similar roles within comparable organizations.
6. *Maintenance System Framework* – Guidelines for sustaining classification updates.
7. *Implementation & Communication Plan* – Strategies for implementing new job classification system to employees including management and director level leadership.

Project Manager:

Regular status meetings with HR and the City's executive team as needed. Clear documentation of methodology and decisions. Training for HR staff on maintaining the new classification system.

Final Product

The final job classification system must:

1. Comply with legal and regulatory standards (e.g., ADA, FLSA, EEO, OEPA, etc.).
2. Be transparent, flexible, and easy to administer.
3. Support internal and external equity principals.
4. Be compatible with Oracle's PeopleSoft HCM 9.2 for payroll integration.

VI. Responsibilities

1. *Responsibility of Consultant* – It is understood and agreed that the services the consultant will be required to perform under this contract must be rendered directly by or under close personal supervision by the consultant and that the work will be faithfully performed with care and diligence. The consultant will return all calls or other communications from the City within a reasonable time. If it is not possible for the called or contacted party to respond, the consultant will plan for a designated member of the consultant to respond to the contact.
2. *Responsibility of the City* – The Human Resources Department will provide the consultant with a list of designated City employees who are authorized to contact the consultant. The City will also provide a point of contact for all service and billing issues.
3. *Joint Responsibility* – If additional services, supplemental to those included herein, are required, both the City and the Consultant have the responsibility to identify those services, include them as an amendment to the contract, and determine fair compensation for the additional services.