



SOQ No. 22-025

Comprehensive Wage and Salary Pay Plan Studies

Submission Deadline: June 2, 2022 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

**Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: MOvalle@jeffparish.net
Buyer Phone: 504-364-2687**

PUBLIC NOTICE
SOQ 22-025

Comprehensive Wage and Salary Pay Plan Studies

The Jefferson Parish Council, authorized by **Resolution No. 139665**, is hereby soliciting Statements of Qualifications (General Professional Services Questionnaire) from persons or firms qualified and interested in conducting comprehensive wage and salary pay plan studies for the Classified, Executive, Judicial, and East Bank Consolidated Fire Department pay plans of Jefferson Parish. (Parishwide)

Deadline for Submissions: June 2, 2022 at 3:30 PM

Evaluation Criteria:

The following criteria will be used to evaluate each person or firm submitting a Statement of Qualifications:

Evaluation Criteria, total maximum 100 points: All proposals shall be evaluated with respect to the completeness of data provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal:

- 1) Experience with similar projects involving local governments/government agencies and/or non-profit agencies. (20 points possible)
- 2) Demonstrated knowledge of compensation systems and related personnel/human resources practices including federal and state employment laws. (20 points possible)
- 3) Experience designing and implementing pay plans and overall compensation systems, gathering data, performing job analysis and evaluation, and conducting and analyzing salary survey data for pay plans with approximately 700 positions. (20 points possible)
- 4) Proposed fees, individually, for the Classified (approximately 525 positions), Executive (approximately 75 positions), Judicial (approximately 75 positions), and East Bank Consolidated Fire Department (approximately 25 positions) pay plans. (20 points possible)
- 5) Qualifications of key personnel. (5 points possible)
- 6) Ability to manage and coordinate projects, including the ability to train the staff in administering a program. (5 points possible)
- 7) Thoroughness of material submitted, including any work plans and types of services provided in the past. (10 points possible)

Minimum Criteria:

That the person or firm submitting a proposal shall have the following minimum qualifications:

- 1) Proposer must have at least five (5) years of experience in providing the type of services requested in this SOQ.
- 2) Proposer must have experience in providing these types of services to governmental agencies, municipalities, or non-profit organizations with 3,000 plus employees.
- 3) Proposer must provide a minimum of three (3) references for projects of similar scope of work from agencies of similar size to Jefferson Parish Government, *i.e.* 3,000 plus employees.

All firms must submit a Statement of Qualifications (General Professional Services Questionnaire) and must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (General Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

All firms (including sub-consultants) must submit a Statement of Qualifications (General Professional Services Questionnaire) by the deadline. Please obtain the latest questionnaire form by contacting the Purchasing Department by telephone at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. Submissions shall be submitted electronically only through Jefferson Parish's e-Procurement site, Central Bidding, at www.jeffparishbids.net or www.centralauctionhouse.com. Registration is required and free for Jefferson Parish vendors.

No SOQ submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (General Professional Services Questionnaire) but shall be submitted prior to contract approval, including any subs.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

ADV: The New Orleans Advocate: May 18, 2022

STATEMENTS OF QUALIFICATIONS (SOQ) QUESTIONNAIRE FOR COMPREHENSIVE WAGE AND SALARY PAY PLAN STUDIES

The purpose of this SOQ is to solicit proposals from qualified consultants to conduct, on an as needed basis, comprehensive wage and salary pay plan studies for the various pay plans of Jefferson Parish.

Jefferson Parish is a governmental entity adjacent to the City of New Orleans, employing approximately 3,000 employees with multiple pay plans.

The objective of these studies, on an as needed basis, will be to gather current and factual wage and salary information from public and private employers in order to analyze and make recommendations relative to the various pay plans of Jefferson Parish. The persons or firms selected for these projects will be responsible for working with the Departments of Personnel, Human Resource Management and other Departments as appropriate.

SCOPE OF WORK

The consultant may be required to conduct comprehensive compensation studies and shall develop recommendations and propose options for the compensation and classification systems of positions included in the current organizational structures, to ensure Jefferson Parish's competitiveness with relevant organizations in the marketplace.

The studies may include, but not be limited to:

- A) A review of the organization's current compensation plan(s) to include:
 1. Develop a plan to ensure designated elected officials, management, and employees are informed and involved throughout the study.
 2. Review existing pay plans with approximately 700 positions: Classified (approximately 525 positions), Executive (approximately 75 positions) Judicial (approximately 75 positions), and East Bank Consolidated Fire Department (approximately 25 positions)
 3. Conduct a comprehensive salary survey to include all relevant benchmark positions collecting data from representative and competitive pay sources from appropriate labor markets.
 4. Develop a pay plan that has external competitiveness and internal equity with proper regard for consistent and fair treatment for all employees.
 5. Completed pay plan recommendations will meet all federal and state labor laws including the Fair Labor Standards Act, minimum wage provision, and other pertinent regulations such as American with Disabilities Act Amendments Act and the Affordable Care Act.
 6. Develop an implementation plan that is fair, equitable, and within the financial resources of Jefferson Parish.
 7. Provide written recommendations resulting from the studies and include best practices and options as well as a detailed cost analysis for any

- recommendations.
8. Provide implementation assistance for the proposed compensation plan which includes implementation options and the fiscal impact of these options along with follow-up assistance.
 9. Make presentation of findings and recommendations as appropriate to the study.

REQUIRED DOCUMENTS:

1. Completed and signed Professional Services Questionnaire (General Professional Services Questionnaire), must be submitted with your proposal package. See Attachment "A."
 - If using sub-contractor(s), the sub-contractor(s) must be listed in the appropriate section of the Professional Services Questionnaire and you must submit a completed and signed Professional Service Questionnaire (General Professional Services Questionnaire) and notarized affidavits for each sub-contractor, these documents must be submitted with your proposal package.
2. Proposed Fees – The Fee proposal should include professional fees for consulting staff, and travel expense rates, for each pay plan, individually and separately: the Classified, the Executive, the Judicial, and the East Bank Consolidated Fire Department.
3. Signed and notarized affidavits must be submitted prior to contract ratification. See Attachment "B."
4. Complete responses to SOQ Questionnaire must be submitted with your proposal package. Detail the qualifications of the consultant performing the Scope of Work. This is to include a description of the consultant's familiarity with the Federal and Louisiana State laws related to government employees. Provide resumes for proposed project personnel.
5. List of references. References should be from agencies that are similar to Jefferson Parish Government and of a similar nature. A minimum of three (3) current projects of similar nature should be identified, along with the name, address, type of business, size of company, phone number, and contact individual . Also, please provide a list of the total number of clients you have had for the last two years.
6. Identify any involvement in litigation and/or contract compliance difficulties that firm has been directly involved.
7. In order to do business with Jefferson Parish, you must show proof that your insurance coverages meet the Parish's requirements which are:

- A. Workers Compensation Insurance, in accordance with applicable state and federal law with an Employers Liability/Occupational Disease endorsement of \$500,000.00, and a Borrowed Servant endorsement.
- B. Comprehensive General Liability Insurance with combined single limits of \$500,000.00 with a Contractual Liability endorsement.
- C. Comprehensive Automobile Liability Insurance with combined single limits of \$500,000.00, covering any autos, owned autos, hired autos, non-owned autos, and uninsured motorist coverage.
- D. Professional Liability Insurance with limits of \$500,000.00.
- E. Each policy shall be endorsed as follows:
 - 1) Jefferson Parish, Louisiana and any of its agents, officers and employees are named as additional insureds except the worker's compensation policy) with respect to claims covered by contractor's indemnification of Parish.
 - 2) The coverage afforded herein shall be primary in relation to any policies carried by Jefferson Parish, Louisiana itself.
 - 3) The insurance companies issuing the policy or policies shall have no recourse against Jefferson Parish, Louisiana for payment of any premiums for assessments under any form of policy.
 - 4) Any and all deductibles shall be assumed by and at the sole risk of the contractor. The deductible shall not be less than \$10,000.00.
 - 5) To provide 30 days written notice of cancellation or reduction of any coverage to Parish.

ATTACHMENT "A"

PROFESSIONAL SERVICES QUESTIONNAIRE

The most current General Professional Services Questionnaire must be submitted.

You may download a copy of Jefferson Parish's Professional Services Questionnaire at www.jeffparish.net by clicking on "Doing Business in Jefferson Parish" under Business & Development, and then click on "Professional Services Questionnaire".

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address:

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

D. Address of principal office where Project work will be performed:

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO _____

If marked “No” skip to Section H. If marked “Yes” complete Sections F-G.

F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

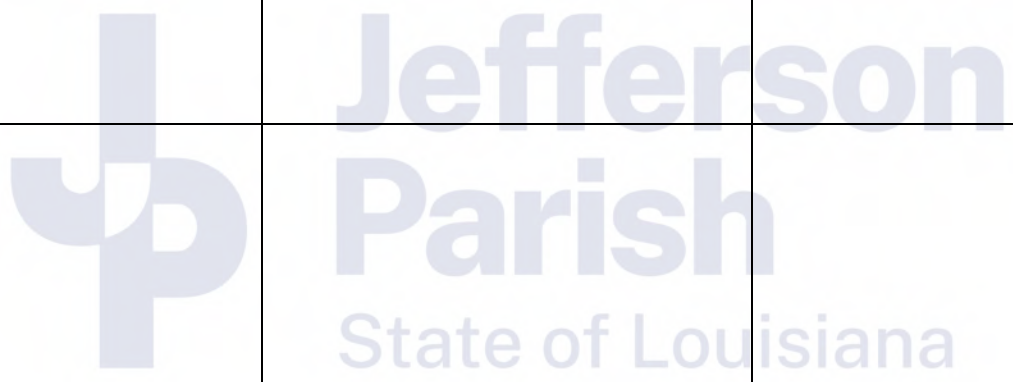
2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		
4.		
5.		



General Professional Services Questionnaire

I. Please specify the total number of support personnel that may assist in the completion of this Project:

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

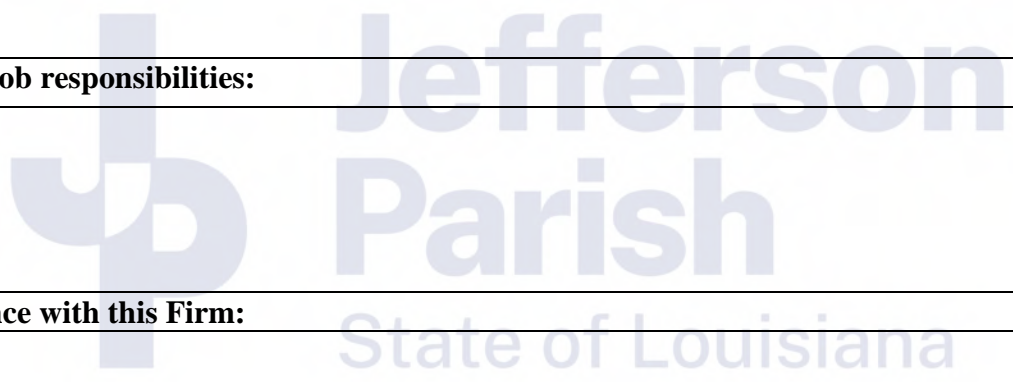
Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

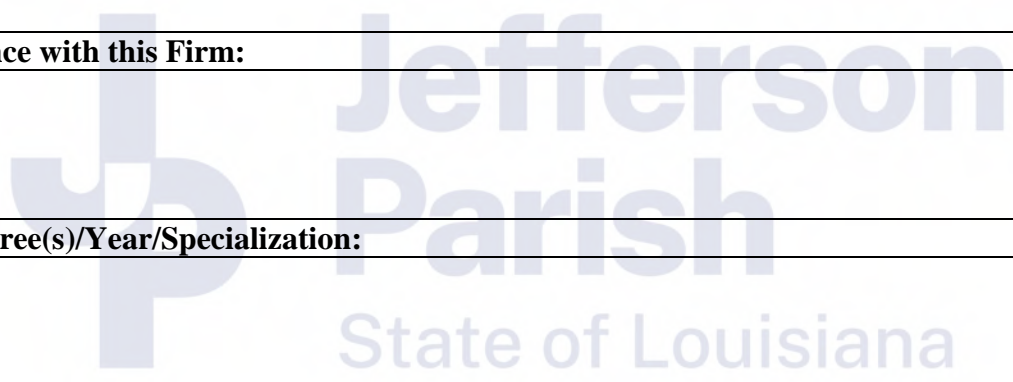
Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:



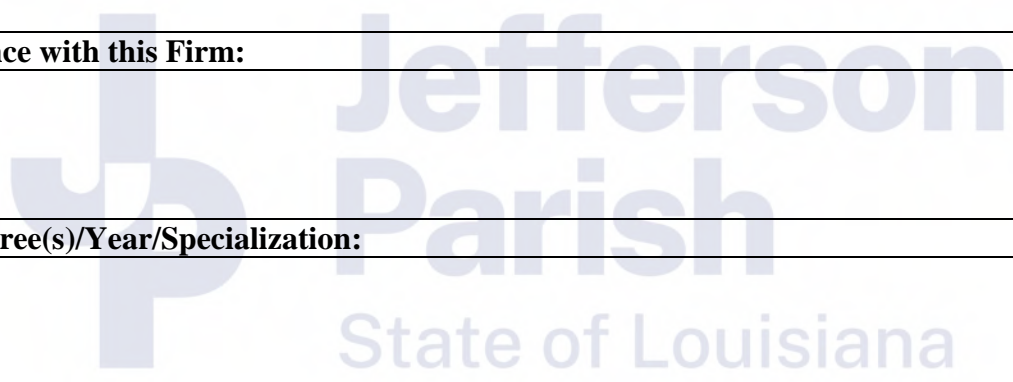
General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



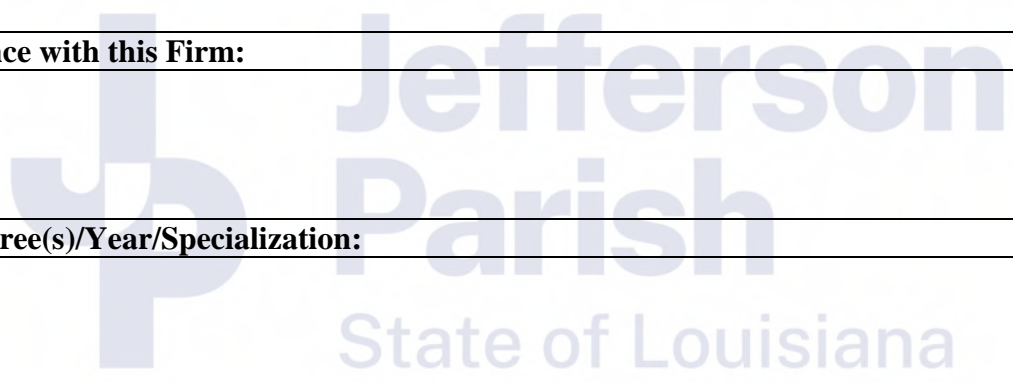
General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



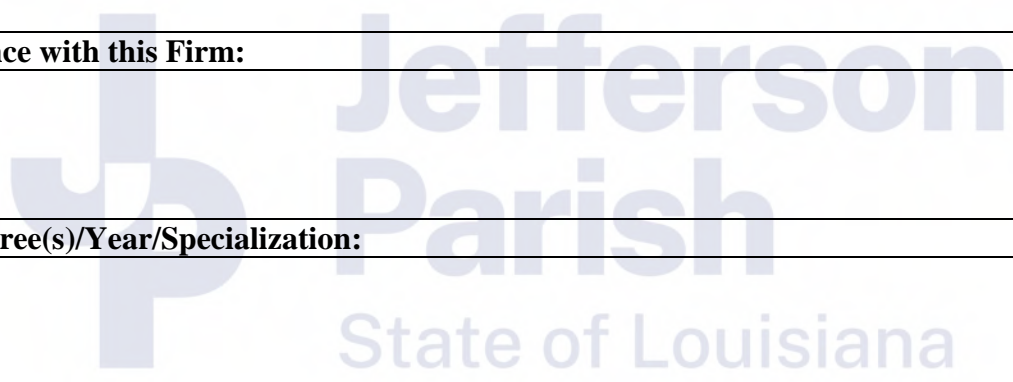
General Professional Services Questionnaire

PROFESSIONAL NO. 4
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1.		
2.		
3.		
4.		

M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

N. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____

Attachment “B”

SOQ AFFIDAVITS

You may download a copy of Jefferson Parish’s
SOQ Affidavit at www.jeffparish.net

Click on Business & Development. Under “Doing Business in Jefferson Parish,” click on
“Professional Services Questionnaires” and scroll down and click on “Affidavit Form.”

Statement of Qualifications Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Statement of Qualifications

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a Statement of Qualifications (SOQ) to _____
_____ (Briefly describe the services the SOQ
will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.