



Westmoreland County, Virginia
Board of Supervisors

REQUEST FOR PROPOSALS
UPDATE JOB DESCRIPTIONS, COMPENSATION PAY AND CLASSIFICATION PLANS

PROPOSALS DUE: August 2 @ 10:00 A.M. (EDT)

County Administration
111 Polk Street
Montross, Virginia 22520
(804) 493-0130

REQUEST FOR PROPOSAL
UPDATE JOB DESCRIPTIONS, COMPENSATION PAY, CLASSIFICATION PLANS

Westmoreland County’s goal is to attract and retain a highly skilled workforce. We are requesting sealed proposals from experienced firms to update our job descriptions and develop a complete compensation strategy and pay plan structure for the County. Our objective is to ensure a compensation system based upon accurate job descriptions that fairly represent the regional marketplace in which we compete.

Westmoreland County’s departments are as follows:

<u>Department</u>	<u># of Employees</u>
County Administration	4
Commissioner of Revenue	5
Department of Social Services	22
Treasurer	4
Finance Department	5
Comprehensive Services	1
IT	2
Voter Registration	1
Circuit Court	5
Commonwealth Attorney	5
Victim Witness	1
Land Use	4
Planning	4
Maintenance	5
Public Sewer/Water	5
Sheriff	30
Sheriff/Animal Control	4
Sheriff/SRO	2
Sheriff/Dispatch	14
Emergency Medical Services	40
TOTAL EMPLOYEES	163

It is the County’s intent to seek professional expertise to work with our Finance Department in updating the job descriptions and salary classification plans. The selected consultant will work with the various department heads and constitutional officers to meet the objectives of this project.

The project will include the following components:

1. Job descriptions that are updated or create new descriptions for each position.
2. Include assessment of FLSA status, education and experience requirements.
3. Job evaluation for each position or class of positions.
4. Salary survey of the regional market to assure competitive salaries.
5. Pay plan that provides a recommended compensation strategy and pay structure.
6. Salary adjustment recommendations.
7. Maintenance program for the County to place new positions on the pay plan and maintenance of the existing plan.

Your proposal should include the following information:

1. Introduction of your firm.
2. Key staff you will assign to the project and their qualifications.
3. Description of the proposed approach to accomplish the deliverables including the timeline and key steps defined.
4. Any suggestions to our request that were not identified.
5. References from other localities.
6. A cost proposal for work described under the scope of work designated by project components.

All questions regarding this Request should be addressed to Norm Risavi, County Administrator, Westmoreland County, Virginia. nrisavi@westmoreland-county.org.

Responses to this request should be sent to: Donna Cogswell, Executive Assistant, Westmoreland County, Virginia no later than 5:00 PM on August 1, 2023. Responses should be submitted in a PDF electronic format. dcogswell@westmoreland-county.org.

It is the responsibility of the consultant to verify the receipt of the RFP response or any related electronic communication by County staff as the possibility of emails getting blocked by our firewall/spam filter.

The proposer, by signing the submission form, certifies that no collusion with, and without any agreement, understanding, or planned course of action with any other person regarding this proposal.

Legal Name of Bidder

Business Address

Name and Title of Person Authorized to Sign (Please print)

Signature

Date

Phone Number

E-mail Address