



MAG

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Salary and Wage Analysis: Request for Proposal

TO PROVIDE SALARY AND WAGE ANALYSIS & JOB DESCRIPTION ANALYSIS

Mountainland Association of Governments

BACKGROUND INFORMATION

The Mountainland Association of Governments (MAG), an interlocal agency was established in 1972 and currently has the following funds: federal, state, local and individual donations. A sampling of the programs and funding sources MAG administers and receives include:

- Housing and Urban Development CDBG
- Economic Development Administration
- Federal Highway Administration
- Federal Transit Administration
- Utah State Department of Workforce Services (Small Cities CDBG, Weatherization, HEAT)
- Utah Department of Health and Human Services Aging and Adult Programs
- Utah Department of Transportation

MAG is committed to ensuring fair and competitive compensation for its employees, and accurate job descriptions. To achieve these goals, MAG seeks proposals from experienced HR consulting firms to conduct a salary and wage analysis, along with a job description analysis.

OBJECTIVE AND SCOPE

The objective of this project is to conduct a comprehensive salary and wage analysis, including a job description analysis of our current positions. The scope of the analysis includes identifying gaps in current compensation structures, benchmarking salaries and wages against industry standards, and ensuring that job descriptions accurately reflect the duties, responsibilities, and the required qualifications for each position.

The analysis must be completed, and the report issued prior to July 14, 2023. The company providing the analysis must deliver an electronic copy and 1 hard copy to MAG. HR Consultants are expected to commence work at the beginning of June.



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REPORT REQUIREMENTS

The HR consulting firm will provide a comprehensive report that includes, but is not limited to, the following:

- Analysis of current salary and wage structures
- Recommendations for changes to compensation structures to match market value based on the location of Utah County, Utah
- Recommendations for changes to compensation structures to ensure competitiveness and fairness
- Analysis of job descriptions to ensure compliance with public sector regulations and guidelines
- Recommendations for changes to job descriptions to accurately reflect the duties and responsibilities of each position
- Recommendations for changes to job descriptions to accurately reflect the required qualifications for each position
- A correct classification of exempt status for each position based on and defined by the FLSA
- Detailed data sources and methodology for the analysis
- Any additional insights or recommendations based on the analysis

PROPOSAL QUALIFICATION REQUIREMENTS

The proposal must include the following information:

- A profile of the consulting company
The profile should provide general background information. This should include:
 1. The organization and size of the proposer, whether it is local, regional, national, or international in operations
 2. The locations of the office from which the work is to be done & the number of professional staff, by staff level, employed at the office
 3. Experience conducting salary and wage analyses & job description analyses for public sector organizations
 4. A description of the proposed approach to analyzing job descriptions and compensation structures
- An estimated timeline for completion of the analysis
- A detailed breakdown of fees
- A non-discrimination clause



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CONTRACTUAL ARRANGEMENTS

MAG will enter into a contract with the selected HR consulting firm for the duration of the analysis. The contract will outline the responsibilities of both parties, the timeline for completion of the analysis, the fees and payment schedule, and any other relevant terms and conditions.

EVALUATION OF PROPOSALS

The following criteria will be considered when making an evaluation of the proposals:

A. Technical Factors

1. Including the proposed approach to the analysis
2. Qualifications of the consulting firm
3. Experience conducting similar projects for public sector organizations

B. Cost of the audit

1. Including the proposed fees
2. Any available benchmark data

C. Right to Reject

MAG reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent HR Consulting firm who, based on evaluation of all responses, applying all criteria and oral interviews, if necessary, is determined to be the best to perform the analysis.

SUBMISSION OF PROPOSALS

One (1) electronic copy of your proposal must be submitted to Caleb Dinsdale, HR Manager at cdinsdale@mountainland.org no later than 5:00 pm on Wednesday May 31, 2023. Alternatively, one (1) hard copy can be mailed to MAG, attention: Caleb Dinsdale, 586 E 800 N, Orem, UT 84097. Mailed copies must be postmarked by May 29, 2023. Selection of the HR Consulting firm will be made by June 8, 2023 and all firms submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date.

SOURCES OF INFORMATION

Caleb Dinsdale can be contacted at 801.229.3682 or cdinsdale@mountainland.org for information necessary to complete the proposal.