



City of Odessa

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INVITATION TO BID / REQUEST FOR PROPOSALS

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Part I: Request for Proposal

The City of Odessa, Missouri, will accept bids from qualified firms interested in providing the following services:

Job Analysis and Compensation Study

Proposals MUST be received by:

May 9, 2025, at 4:00 pm

There will be no public proposal/bid opening

Please mark your proposal "RFP No. 04-25" and return it to:

City of Odessa City Administrator
228 S 2nd Street
Odessa, MO 64076

For more information contact:

Shawna Davis, City Administrator: 816-230-5577 or
shawna.davis@cityofodessamo.com

Part II: Introduction

RFP No. 04-25

The City of Odessa, Missouri, is seeking proposals from qualified consulting firms to conduct a **comprehensive job analysis and compensation study**. This study aims to ensure the City maintains a competitive position in the labor market, attracts and retains qualified employees, and ensures fair and equitable compensation practices. The project will also include an analysis and update of the City's employee handbook to ensure policies and procedures are current, compliant, and effectively support the City's goals and objectives.

Part III: Project Objectives

RFP No. 04-25

The primary objectives of this project are to:

- Analyze and update job descriptions and specifications to ensure ADA compliance and reflect current job duties and requirements.
- Evaluate current job classifications and develop an internal equity program.
- Analyze the labor market to determine competitive compensation levels for benchmark positions.
- Develop recommendations for compensation policies and procedures.
- Provide guidance on developing a market-based pay plan.
- Analyze and update the City of Odessa's employee handbook.

The scope of services for this project will include, but not be limited to, the following:

Job Analysis and Valuation Study

- Ideally, the job analysis and valuation study will include: project planning; questionnaire administration; job audits and employee engagement; job description preparation, ensuring ADA compliance; and job valuation and classification to develop pay range recommendations.

Market Data Collection and Analysis

Conduct a survey of base wages within a selected labor market for the city benchmark positions.

- Ideally, the market compensation study will survey comparable entities chosen by the city and analyze total compensation, including LAGERS, comparing benefit details to other jurisdictions.

Salary Structure Review and Recommendations

Finalize the salary structure to ensure conformity with management philosophy for pay progression methodology and competitive positioning within the defined market.

- Ideally, the study will analyze LAGERS and other benefits' impact on the city's compensation competitiveness and recommend optimizations to attract and retain employees.

Employee Handbook Analysis and Updates

- Ideally, the City of Odessa employee handbook will be reviewed and updated for legal compliance, clarity, and alignment with current practices and objectives, with recommendations for revisions and new policies provided.

Part IV: Proposal Requirements

RFP No. 04-25

Interested firms should **submit proposals** that include the following information:

- **Company Profile**
 - Provide a brief overview of the firm, including its legal name, address, website (if any), and a brief history.
 - Describe the firm's organizational structure, size, and areas of specialization.
 - Indicate the number of years the firm has been providing human resources consulting services.
 - If applicable, describe any parent company or subsidiaries.
- **Project Understanding**
 - Demonstrate a clear and thorough understanding of the project objectives, scope of services, and the City's needs and expectations.
 - Identify any potential challenges or issues that may arise during the project and propose solutions.
 - Explain how the firm's experience and expertise align with the requirements of this RFP.
- **Project Approach and Methodology**
 - Describe in detail the proposed approach and methodology for completing each phase of the project.
 - Include specific tasks, activities, deliverables, and timelines for each stage.
 - Specify any software, tools, or technologies that will be used.
 - Outline the firm's quality control and project management processes.
 - Describe how the firm will ensure effective communication and collaboration with City staff.
- **Project Team**
 - Identify the project manager and all key team members who will be involved in the project.
 - Provide detailed resumes or CVs for each team member, highlighting their qualifications, relevant experience, and specific roles and responsibilities in this project.
 - Include an organizational chart showing the reporting structure of the project team.
 - If subcontractors will be used, identify them and describe their roles and qualifications.

- **Relevant Experience**
 - Provide detailed descriptions of at least three (3) previous similar projects completed by the firm, preferably for municipalities or public sector clients in Missouri.
 - For each project, include the client's name, contact person and contact information, project dates, project scope, and project outcomes.
 - Emphasize experience with projects involving job analysis, compensation studies, employee handbook development, and LAGERS retirement systems.
- **References**
 - Provide a list of at least three (3) professional references from previous clients, preferably municipalities or public sector organizations.
 - Include the client's name, contact person, title, phone number, and email address for each reference.
 - The City reserves the right to contact any or all references to verify the firm's qualifications and performance.
- **Cost Proposal**
 - Provide a detailed cost breakdown for each phase of the project, including all direct and indirect costs.
 - Specify the hourly rates or fixed fees for each team member, as applicable.
 - Clearly identify any reimbursable expenses, such as travel costs.
 - Indicate the total cost of the project, including any optional services.
 - Specify the payment schedule and any invoicing procedures.
- **Timeline**
 - Provide a detailed project timeline, including key milestones, deliverables, and deadlines for each phase of the project.
 - Include a Gantt chart or similar visual representation of the project schedule.
 - Indicate the estimated number of hours required to complete each task.
- **Documentation of compliance with E-Verify requirements.**

Part V: Evaluation Criteria

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Proposals will be evaluated based on the following criteria. The City reserves the right to request clarifications or additional information from any proposer.

- **Qualifications and Experience of the Firm and Project Team**

- Demonstrated experience of the firm in conducting similar job analysis and compensation studies for municipalities or public sector organizations.
- Qualifications, certifications, and relevant experience of the assigned project team members, including their roles and responsibilities.
- Stability and financial soundness of the firm.

- **Demonstrated Understanding of the Project Objectives and Scope**

- Clarity and completeness of the proposer's understanding of the project's goals, objectives, and required services.
- Identification of key issues and challenges related to the project.
- Responsiveness to the specific requirements outlined in this RFP.

- **Proposed Project Approach and Methodology**

- Detailed description of the proposed approach, methodology, and work plan for completing the project.
- Feasibility, efficiency, and effectiveness of the proposed tasks and deliverables.
- Use of innovative techniques or technologies, if applicable.

- **Relevant Experience and References**

- Proven track record of successfully completing similar projects of comparable size and complexity.
- Quality and relevance of references from past clients, particularly municipalities or public sector organizations.

- Evidence of client satisfaction and successful project outcomes.
- **Cost Proposal**
 - Reasonableness, competitiveness, and clarity of the proposed costs.
 - Detailed cost breakdown for each phase of the project, including any optional services.
 - Overall value for money.
- **Timeline**
 - Realism and achievability of the proposed project timeline.
 - Clarity of proposed milestones and deliverables.
 - Ability to complete the project within the City's desired timeframe.

Part VI: Submission Instructions

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The above information should be submitted no later than **4:00 pm on May 9, 2025**, to Odessa City Hall at 228 S Second St, PO Box 128, Odessa, MO 64076. Two (2) hard copies of RFP responses should arrive in an envelope clearly marked: **“RFP- 04/25 – Attn: Shawna Davis”** along with one (1) digital file.

All of the documents, reports, and work papers prepared or furnished by the consultant under this agreement shall become the property of the City of Odessa upon completion or termination of this agreement and shall be considered “open records” under the Sunshine Law except to the extent that the vendor shall request that certain processes or work papers shall be considered proprietary information. Such designations of proprietary work products must be detailed in your proposal.

This request for proposals does not commit the City of Odessa to award a contract or pay any costs incurred by any potential contract prior to awarding of a contract. The City of Odessa reserves the right to accept or reject any and all submitted qualifications statements received or to waive technical defects in the proposals if it is considered in the best interest of the City to do so. The City of Odessa may require any qualified firm(s) selected for this request to participate in negotiations and reserves the right to revise the scope of contracted services to fit within the allocated budget for this project.

Questions regarding this RFP should be directed to **City Administrator Shawna Davis** at shawna.davis@cityofodessamo.com, or by calling City Hall - 816-230-5577.

The **City of Odessa is an Equal Opportunity Employer** and invites the submission of proposals from minority and women-owned firms.