



**Agenda Action Form Overview**

The Board is requested to authorize the County Manager to enter into a contract with Management Advisory Group International (MAG), Inc. to conduct a comprehensive Classification and Compensation Study for the County as specified in RFP #18-015. The funding was budgeted and approved by the board in the Fiscal Year 2017-18 budget.

**Background/Justification**

In September 2013, Evergreen Solutions was retained by Durham County to perform a comprehensive study of the County's classification and compensation system. Recommendations from the study implemented in 2014 has helped with employee retention and the recruitment of potential employees. Specifically, one of the study recommendations was to develop an on-going cycle to review the classification and compensation to help ensure market competitiveness. Based on industry best practices, the study recommended such review occur on a three or four-year cycle.

During the FY 2017-18 budget process, the Board of County Commissioners approved funds to support a County classification and compensation study. An RFP occurred to complete this review with one respondent, Management Advisory Group, International, Inc. The Evaluation Committee reviewed the proposal and conducted detailed reference checks. In addition, Management Advisory Group International, Inc. was interviewed by the evaluation committee. Based on the RFP proposal, interview process and reference checks, staff recommends Management Advisory Group International (MAG), Inc to complete the classification and compensation study.

**Procurement Background**

RFP occurred to solicit proposals for the classification and compensation study. The one respondent met the RFP criteria and was moved forward for an internal committee review process. The applicant had a strong proposal and had very positive reference checks. References indicated that MAG delivered quality classification and compensation reviews within the time-frame allocated to them and within budget. Based on the committee review, reference checks and costs, the committee recommended moving forward with Management Advisory Group International (MAG), Inc. to complete the work.



**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☒ No ☐**

*Goods: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$90,000$*

*Services: Bids required if  $\geq \$30,000$ , BOCC approval if  $> \$40,000$*

*Construction/Repair work: Bids required if  $\geq \$30,000$ , BOCC approval if  $\geq \$500,000$*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

**Fiscal Impact**

Funds were budgeted for the classification and compensation study. Study recommendations will be evaluated during the FY 2018-19 operating budget review.

**Recommendation**

The Board of County Commissioners authorize the County Manager to enter into a contract with Management Advisory Group International (MAG), Inc. to conduct a comprehensive Classification and Compensation Study for the County as specified in RFP #18-015.