



**Christopher J. Gagliastro, MCPPO**  
**Purchasing Agent**

**RFP NO. 7903-W3**  
**ISSUANCE DATE: 9/20/22**

**BUYER: Christopher J. Gagliastro, MCPPO**

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
REQUEST FOR PROPOSALS  
NOTICE TO PROPOSERS**

**RFP TITLE: Consultant – Job Description Analysis Services / HR**

***REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION***

**General Conditions:**

All proposals are subject to the terms, conditions and specifications herein set forth:

1. **Scope: Provide professional job description analysis services as per the attached requirements and specifications of the City of Worcester Executive Office of Human Resources.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 4, 22, 23, 27
4. A performance bond in the amount of not applicable will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages. Performance bond shall be on the City's form only (see sample on pages 12-13).

**Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division. No changes will be considered nor will any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.**

**Any inquiries related to technical or contractual matters must be submitted in writing to:**

**Christopher J. Gagliastro, MCPPO  
Purchasing Director  
City of Worcester, City Hall  
455 Main Street, Room 201  
Worcester, MA 01608  
[gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
  - a) The word "City" means The City of Worcester, Massachusetts.
  - b) The word "Proposer" or "Respondent" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
  - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color,

religious creed, national origin, sex, age or ancestry.

11. The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.
12. The City will review and analyze each proposal and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: n / a
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation as outlined in Section IV. INSURANCE REQUIREMENTS of this RFP.
20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies

required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.

22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve-month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.
31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, setoffs, or counterclaims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be

subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.

33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.
37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against

Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

- 1) Withholding of payments due vendor under the contract until vendor complies.
- 2) Termination or suspension of the contract.

## **SUBMISSION OF PROPOSALS**

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the Technical Proposal evaluation requirements before considering costs. *Therefore, no reference to pricing may be made in the Technical Proposal.*

A sealed package containing **the original, 4 copies, plus 1 PDF copy on USB drive** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Job Description Analysis Services / HR – Technical Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 7903-W3**

A sealed package containing **the original copy** of the proposal **must** be labeled as follows:

**Purchasing Agent, City of Worcester**

**Consultant – Job Description Analysis Services / HR – Price Proposal**

**455 Main Street, Room 201  
Worcester, MA 01608**

**Re: RFP No. 7903-W3**

***PRICE PROPOSAL PAGE IS LOCATED AT END OF SPECIFICATIONS***

**Proposals must be delivered no later than Wednesday, October 12, 2022 at 10:00 AM LOCAL TIME. *Late submissions will be rejected, regardless of circumstances.*** The City is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

## **RFP EVALUATION**

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by use of four (4) rating categories as set forth by M.G.L. Chapter 30B:

- 1) HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
- 2) ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
- 3) NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
- 4) UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the price proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and price proposals received.



GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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_____	_____	_____
_____	_____	_____
_____	_____	_____

KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1)	If an Individual or Proprietorship
Name of Owner:	_____
Business Address:	_____
Zip Code	_____ Telephone No. _____
Email	_____
Home Address	_____
Zip Code	_____ Telephone No. _____

(2)	If a Partnership, Full names and addresses of all partners	
<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Business Address	_____ Zip Code	_____
	Tel. No.	_____

(3) If a Corporation

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ Qualified in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts \_\_\_\_\_  
Street P.O. Box

City/Town State Zip

Telephone No. \_\_\_\_\_

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

No award will be made without vendor certification of the above.

❖ ***Proposers must sign and submit the above form with proposal submission.***



## **REQUEST FOR PROPOSALS**

### **Job Description Analysis**

The City of Worcester is seeking competitive sealed proposals from a qualified Consultant to perform an analysis of current City job descriptions, for the purpose of making recommendations and updating job descriptions to be in a uniform format. The qualified consultant will provide a full package of City of Worcester job descriptions in a word and excel format.

## **SCOPE OF SERVICES**

The City of Worcester is seeking proposals from qualified Consultants to conduct a job description analysis for positions established in the Occupational Groups found in the City of Worcester Salary Ordinance. The analysis will include all positions to include, full-time, part-time, permanent, temporary, seasonal, and union and non-union city positions. The City's goal is for the selected Consultant to conduct a thorough review of its current job descriptions, recommend a unified format to be consistent with all positions and departments. The Consultant will make recommendations on the development, revisions or updates to current job description and tasks listed, and to update all City job descriptions. Each updated job description must comply with state and federal laws, conform to accepted practices, and align with Diversity, Equity and Inclusion (DEI) methodologies.

The recommendations and format of the job descriptions will allow for efficient and effective transition into an Enterprise Resource Planning (ERP) system. In addition to receiving a complete package of word documents, the job descriptions must also be entered into an excel format. This excel sheet will be provided by the City of Worcester, to allow for an efficient implementation into the City's ERP.

## **BACKGROUND**

The City of Worcester, excluding the Worcester Public Schools, employs approximately 1900 regular full-time employees, which also includes temporary and seasonal employees. The City has approximately 400 job titles that will be included in the analysis. The selected Consultant will conduct an analysis for each position, provide a standard format to be applied across all City Departments and enter the updated job descriptions in an excel format to prepare for the City's ERP implementation.

## **SCOPE OF WORK / PLAN OF SERVICES**

The selected Consultant will conduct a review of the City's current job descriptions and based on the results, develop and/or update job descriptions utilizing the City's Job Classification system and Occupational Groups, identify areas for improvement, recommend revisions, develop a consistent unified format and implement a standard framework for the City to follow for sustainability. The Consultant shall consider revisions that incorporate methodologies of DEI to remove unconscious bias and barriers that prevent equitable hiring practices. Examples for consideration include but not limited to inclusive language and biases regarding age, gender, education, culture, race, disability and social economic status. The Consultant must provide language that recognizes an applicant's/employee's knowledge and experience that can be used in lieu of educational requirements. The Consultant will make recommendations for functional titles to compliment the current occupational title that best represents the knowledge, skills, and abilities in the job description.

The City will provide all the current job descriptions available, and the Consultant will be responsible for all data gathering and fact-checking by partnering with Department heads or their desired designee. It should be noted that some job classifications will be found in several City

departments, however, with varying job tasks and responsibilities. It is the intention of the City that it will be the Consultant's responsibility to make recommendations to remedy this specific issue. Each job classification has a corresponding pay grade that cannot be altered.

## **TASKS / DELIVERABLES**

1. Review of the City of Worcester's existing job descriptions and formats, to include a review of the related tasks and responsibilities of other similar positions. This should include information regarding position classification, and appropriate classification of positions (i.e. exempt vs. non-exempt, management vs. non-management). Recommendation must align with the City's Occupational Groups and Salary Schedules (pay grades) which will be provided to the successful proposer by the City.
2. Recommendations to change/update job descriptions must be followed by discussion and information provided by the Department Head or their desired designee with a summary of explanation. The summary must provide the methodology used, data gathered, analysis, source, materials, critical observations of current processes and recommendations for changes/updates. Additionally, the revisions must be in compliance with the Fair Labor Standard Act (FLSA).
3. A final summary report will include:
  - a. An analysis of recommendations for job description changes;
  - b. The development of a unified format;
  - c. Recommendations for policies and procedures to ensure job descriptions are maintained and updated appropriately;
  - d. All job descriptions in an electronic copy in editable word format;
  - e. One electronic copy editable in excel format to include all job descriptions. The excel sheet format will be provided by the City.
4. In order to achieve long-term sustainable success, the Human Resources staff must be trained on how to review and create job descriptions using the approved format. As future changes arise, Human Resources staff must be able to assess the duties of each position against established classification factors, as well as be able to compare the position(s) to like positions within the organization. The Consultant will provide instructional information to allow the Human Resources Department staff to conduct individual job description audits to recommend changes/updates consistent with the approved format.

In addition to the deliverables above, the selected Consultant will be expected to commence the project within three (3) weeks of contract award and to meet with Human Resources Department staff weekly during the initial stages of the contract. The Consultant will spend sufficient time explaining the methodology, the analysis and the draft recommendations to the Human Resources staff and Acting City Manager. Throughout the project completion period, a biweekly update on progress is to be provided to the Director of Human Resources and/or designee. In addition to regular meetings with Human Resources Department staff, the selected Consultant will be prepared to attend at least one (1) meeting with managers and other employees covered by this analysis to explain the results and answer questions.

## **SCHEDULE / TIME FOR COMPLETION**

As noted above, the consultant shall commence work on this project within three weeks of award, and will complete all services and provide all deliverables within 20 weeks of contract award.

## QUALITY REQUIREMENTS

**Minimum Experience Qualification:** In order to be considered for an award, the Proposer must demonstrate it has the capacity and the experience to meet the needs of the City. The Proposer must be knowledgeable and experienced in all aspects of job descriptions creation to include the development or updating job descriptions for municipalities. The Proposer must have a proven track record of successful performance. *The Proposer must have a minimum of five (5) years' experience providing these services in the New England area to municipal, county, regional district, special district, or state agency clients.* Experience with Massachusetts municipal clients is preferred.

In addition to the conditions established hereunder, Proposers must also meet all provisions of the criteria as set forth below in order to qualify for consideration. Any Proposer who does not satisfy this will be rejected as non-responsive.

The Proposer must be able to document to the satisfaction of the City that it has the available resources (financial, personnel, equipment, and experience) to provide the services requested.

In order for the Proposal to be considered, the following minimum requirements must be satisfied.

1. The Proposer demonstrates the ability to commence and perform required work promptly upon award of contract. **Please provide a Plan of Services which includes an anticipated schedule with proposal submission.**
2. The Proposer must have experience providing analyses for municipal or state agencies in the New England area.
3. The Proposer must have a minimum of five (5) or more years' experience providing job classification and/or Job Description services for communities in the New England area
4. The Proposer must have a minimum of two (2) or more municipal/governmental clients in Massachusetts or the New England area.

*End of Section*



## **A. Comparative Criteria**

For each criterion, proposals will be assigned a rating of **Highly Advantageous**, **Advantageous**, or **Not Advantageous**. After the Evaluation Committee provides a rating for the individual criteria, the CPO will assign a rating to each proposal. Criteria that will be used for comparative purposes are the following:

<b>Proposal</b>	
<b>Highly Advantageous</b>	The Bidder's proposal is thorough, detailed, comprehensive and specific in regard to the requirements outlined in this RFP including a comprehensive schedule. The Bidder has described and substantiated a credible ability to provide an analysis of position and job tasks, classification recommendations, can provide updated Job Descriptions and related services in excess of this RFP. The proposal clearly addresses all objectives and demonstrates a clear understanding of the City's needs.
<b>Advantageous</b>	The Bidder's proposal is thorough. The Bidder has described a credible approach to provide an analysis of position and job tasks, classification recommendations, can provide updated Job Descriptions, and related services stated in this RFP, including an adequate schedule. The proposal addresses many of the objectives and demonstrates an understanding of the City's needs.
<b>Not Advantageous</b>	The Bidder's proposal is inadequate or deficient. The Bidder's approach to provide an analysis of position/job tasks, classification recommendations, provide updated Job Descriptions and related services does not meet all of the objectives stated in this RFP, including a limited schedule. The proposal does not demonstrate sufficient understanding of the City's needs.

  

<b>Implementation Plan and Methodology</b>	
<b>Highly Advantageous</b>	The implementation plan provides a detailed and logical scheme for addressing the execution of the scope of work. The Bidder has committed and identified a group of experienced personnel to assure the City's effective operation of all aspects of the Job Description Analysis and related services within the desired schedule.
<b>Advantageous</b>	The implementation plan provides a credible scheme for addressing the execution of the scope of work. The Bidder has committed and identified a group of experienced personnel to assure the City's ability to operate all aspects of the Job Description Analysis and related services within a schedule that is acceptable.
<b>Not Advantageous</b>	The implementation plan is not sufficiently detailed and/or does not address all execution of all objectives within the scope of work. The Bidder has not committed or has not identified sufficient personnel to assure the City's ability to operate all aspects of the Job Description Analysis and related issues. Schedule does not appear attainable with resources proposed

<b>Relevant Experience of the Bidder</b>	
<b>Highly Advantageous</b>	Bidder has ten (10) or more years of experience in conducting a Job Description Analysis, reviewing and developing Job Descriptions Bidder has significant experience in municipal settings. Bidder has displayed significant experience with Diversity, Inclusion, and Equity in their response.
<b>Advantageous</b>	Bidder has five (5) to nine (9) years of experience in conducting a Job Description Analysis and reviewing and developing Job Descriptions. Bidder has experience in municipal settings. Bidder has displayed some experience with Diversity, Inclusion, and Equity in their response.
<b>Not Advantageous</b>	Bidder has the minimum of five (5) years of experience in conducting a Job Description Analysis and reviewing and developing Job Descriptions. Bidder has limited experience in municipal settings. Bidder has displayed limited experience with Diversity, Inclusion, and Equity in their response.

<b>Bidder Experience in providing Job Description Analysis and Development of Job Descriptions to other municipalities</b>	
<b>Highly Advantageous</b>	The Bidder has performed Job Description Analysis and Job Description Development similar to those requested in this RFP to more than five (5) Massachusetts municipal clients.
<b>Advantageous</b>	The Bidder has Job Description Analysis and Job Description Development similar to those requested in this RFP to four (4) to five (5) Massachusetts municipal clients.
<b>Not Advantageous</b>	The Bidder has performed Job Description Analysis and Job Description Development to those requested in this RFP to the minimum of three (3) Massachusetts municipal clients.

## **B. Bidder Presentation**

As part of the evaluation process, the Evaluation Committee **may** require a presentation by Bidders that met the Quality Requirements. Bidders must be prepared to discuss in detail their experience managing Job Description Analysis and Job Description development, the detailed breakdown of each step necessary for the analysis, a discussion regarding obstacles and concerns that they have experienced with other municipalities and any other pertinent information necessary to ensure that the City is adequately informed of the process and issues. Any bidder who fails to make a presentation **will be deemed non-responsive and therefore the proposal will be rejected**. The following criteria will apply for evaluation:

<b>Evaluation of the Interview (If any)</b>	
<b>Highly Advantageous</b>	Bidders who offer an exceptionally creative, well-organized and compelling presentation, and demonstrate an ability to effectively communicate ideas and plans. The Bidder responds to Committee questions with factual clear answers, and follows up on Committee requests for additional information promptly (less than 24 hours).
<b>Advantageous</b>	Bidders who offer a clear well organized oral presentation, and demonstrate their ability to effectively communicate ideas and plans. The Bidder responds to Committee questions with factual clear answers, and follows up on any Committee requests for additional information (within the time frame agreed to at the presentation, usually not more than two business days) so that the Committee may complete its evaluation in a timely manner.
<b>Not Advantageous</b>	Bidders who offer an unclear and confusing presentation, and who do not effectively communicate their ideas and plans, or Bidders whose responses to Committee questions were unclear and/or did not follow up on any Committee request for additional information promptly. Failure to provide requested information within the agreed time will be a basis for rejection of the bid.

**COST / PRICE PROPOSAL**

**Bid/RFP #:** \_\_\_\_\_

**(To be completed by proposer)**

*Consulting Fee for services must be submitted as a flat, lump sum fee for all tasks/deliverables/phases in the attached scope of services and required under the contract. Please include any and all costs associated in the lump sum fee. No additional fees will be considered. Proposers may not add additional items.*

Consulting Fee / Total Cost: \$ \_\_\_\_\_ \*

**\*low proposal price based on this amount**

*For Additional Services outside of scope: Proposer shall list an hourly rate for services below. This rate shall only be used by City as needed after acceptance of final deliverables and shall not be included as part of basis for award.*

*Hourly Rate for additional consulting services: \$ \_\_\_\_\_ per hour*

\_\_\_\_\_  
Signature of person submitting proposal

\_\_\_\_\_  
Date:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_