

City of Bethel Action Memorandum

Action memorandum No.	17-21		
Date action introduced:	3-14-2017	Introduced by:	City Manager Williams
Date action taken:	3-28-2017	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Denied
Confirmed by:	LS		

Directing the City Manager to enter into a contract with the top proposer to complete an Employee Classification Plan

Route to:	Department/Individual:	Initials:	Remarks:
X	Hansel Mathlaw, Purchasing Agent		
X	Peter Williams, City Manager		
X	Patty Burley, City Attorney		

Attachment(s): Copy of RFP; Draft Contract

Amount of fiscal impact:		Account information:
X	Funds are not budgeted. Budget modification is required.	10-51-669 Budget Modification to accompany

Initial Action Memorandum in support of a classification study was approved by the Bethel City Council on June 4, 2016. The Council directed Administration, through AM #16-44 to prepare and issue a Request for Proposal document without reference to wage scale, pay, market analysis or other compensation related items. The RFP was prepared and issued the first time on or about June 24, 2016. One proposal was received in response to the first RFP. It was scored by three (3) City employees. However, the company was later disqualified by the Purchasing Agent for failure to follow the preparation and submission directions as specified in the RFP.

The City of Bethel then prepared and issued a second RFP on November 1, 2016. The RFP was issued for thirty (30) days and requested a qualified company to prepare a comprehensive Employee Classification Plan. The RFP due date was December 1, 2016. The RFP was advertised on the City's website, the Plans Room, with several bid services and in the Alaska Dispatch News.

Three (3) proposals were received by the deadline. All three (3) qualified for review and were scored by three (3) employees of the City. The employees scored the RFPs on all factors except price. Price, which made up twenty (20%) percent of the overall score, was calculated independently by the Purchasing Agent.

The scores for each company were as follows:

Company A:

89.17 + 83.17 + 83.17 = 255.51 Price Score: 11.57 Total Score: 267.08

Company B:

77.28 + 79.28 + 74.28 = 230.85 Price Score: 10.45 Total Score: 241.30

Company C:

87.55 + 71.55 + 61.55 = 220.65 Price Score: 17.98 Total Score: 238.63

A notice of intent to award was emailed to Company A on January 30, 2017. Notices of non-award were emailed to Companies B & C on January 30, 2017.