



**PRINCE GEORGE'S COUNTY MEMORIAL
LIBRARY SYSTEM**

**REQUEST FOR PROPOSAL
RFP-AM-2025-001
CLASSIFICATION & COMPENSATION
STUDY**

ISSUE DATE:	January 03, 2025
SITE VISITS:	There will be no site visits for this project.
PROJECT MANAGER:	Aishar Pinnock, Talent & Culture Director
DEADLINE FOR QUESTIONS:	January 21, 2025 by 5:00 PM
RESPONSES TO QUESTION:	January 24, 2025
DEADLINE FOR PROPOSAL SUBMISSION:	February 10, 2025 by 5:00 P.M.
PROPOSAL SUBMISSION INSTRUCTIONS:	Email PDF to procurement@pgcmls.info

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Background

The Prince George's County Memorial Library System (PGCMLS) is a nationally recognized, award-winning public library system with nineteen (19) branches, a facility in the County Correctional Center, and an administrative office. Serving a diverse community, 69% of the county's population is registered as borrowers, and the system recorded nearly 2.5 million visits last year. PGCMLS is a component of Prince George's County government, employing over 350 people, including 307 salaried staff and 54 hourly employees. With a FY24 operating budget of nearly \$38 million, it is a 501(c) 3 nonprofit. In FY24, PGCMLS had 602,468 cardholders, 1,359,608 visits, 294,554 reference transactions, making it one of the busiest library systems in the state. Located in the Baltimore/Washington corridor, the county borders Washington, DC and is just 37 miles south of Baltimore.

Point of Contact

All communication regarding this RFP or related matters must be sent electronically via email to the designated Point of Contact (POC). Phone calls and in-person visits will not be accepted.

POC: Tee Bonés, Procurement Specialist

Email: procurement@pgcmls.info

Acceptable Submissions

All submissions must be in PDF format and emailed to procurement@pgcmls.info. This requirement overrides other submission methods referenced in the RFP. Vendors are responsible for ensuring their submissions are received and acknowledged. The Library reserves the right to request additional information, clarification, or corrections from proposers. Vendors may also be asked to make oral presentations during the evaluation process. By submitting a proposal, the vendor accepts the conditions outlined in the RFP, unless exceptions are clearly stated. Proposals must be submitted no later than 5:00 p.m. on February 10, 2025.

Prince George's County Memorial Library System reserves the right to reject all proposals.

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Consulting Firm Inquiries

All questions regarding this RFP must be submitted via email by 5:00 p.m. on January 21, 2025, to the Procurement Specialist: procurement@pgcmls.info

Standard/Licensure Requirements

The selected Contractor shall provide documentation to the Library evidencing all necessary licenses/documents to perform the services prior to the awarding of the contract.

Experience

At least five years of experience, preferably working with government agencies and non-profit organizations.

Basis of Award

The Vendor that best meets the experience, capability, approach, and cost requirements will be selected. The Library's evaluation will consider the proposal requirements, proposed fees, and other relevant factors. Preference will be given to firms with experience working with public libraries or government entities.

All submissions will be reviewed not only based on cost but also through a technical analysis that will assess the following criteria:

Product/Pricing	Proposal
Qualifications and Credentials	Presentation Quality
Performance	Control Procedures
Capabilities	Adequate Support
Experience	Staff

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Proposal Evaluation

Proposal will be evaluated by the Library and the highest-ranking Vendors may be asked to make formal presentation to the Evaluation Committee. The evaluation will include, but not be limited to, the following areas:

1. Proven service capabilities and overall quality and completeness of service (Based on recommendations by other customers, or otherwise)
2. Understanding of Library service needs
3. Cost of service (fees and charges)
4. Interview questions and answers with the top ranked Vendors (optional).

Payment Terms

The Library makes monthly payments upon work completion, within 30 days of the invoice date. If your payment terms differ from this, please include them in your proposal.

PGCMLS, as a non-profit entity, is exempt from sales and use taxes.

Progress payments may be submitted based on work completed according to the following schedule:

- Completion of field work
- Submission of draft report
- Submission of final report and any other required reports

The Library may request additional services beyond the scope of this proposal. Any additional work agreed upon will be performed at the same rates outlined in the firm's schedule of fees and expenses provided in the sealed dollar-cost bid.

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Agreement Required

A Purchase Order will be issued to the successful bidder, and the Consulting Firm must sign an Agreement for services. Work cannot begin until the Purchase Order is issued and the Agreement is signed by both parties. The Consulting Firm must ensure the contract is completed within the specified time.

Consulting Firm Rights

All materials submitted in response to this RFP become the property of the Library and may be included in any formal documentation related to the contract. Vendors agree that the contents of other proposals are confidential and proprietary, waiving any right to access them. Supporting documentation submitted will not be returned to the Vendor.

Vendors submitting proposals should be aware that the Library is a public body and must comply with public record laws, which may require disclosure of certain information. Neither party will be held liable for disclosures required by law.

Reservation of Rights

This RFP does not obligate the Library to award a Services Agreement, pay any costs related to proposal preparation, or contract for any services. The Library reserves the right to accept or reject any proposals, negotiate with qualified vendors, or cancel the RFP in whole or in part if it is in the Library's best interest.

The Library will evaluate proposals based on how effectively they meet its specific requirements. The lowest fee proposal may not be selected. The Library reserves the right to reject any or all proposals, waive defects or informalities, or accept portions of proposals if it is in the Library's best interest.

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Proposal Format

The proposal must be signed by an authorized representative of the Consulting Firm and include a statement confirming that the proposal is valid for 180 calendar days from the date of opening.

Vendors are expected to thoroughly understand the conditions, requirements, and specifications before submitting a proposal. By submitting a proposal, the vendor accepts the terms and conditions unless otherwise specified.

PGCMLS reserves the right to request a detailed breakdown of the vendor's pricing. All quoted fees must be firm and fixed for the entire contract duration, including any extensions.

PGCMLS reserves the right to request a presentation or interview if a vendor's proposal for the consulting services is selected. This request will be at no cost to PGCMLS.

Interested consultants should submit a proposal that includes:

1. The proposal cover sheet must include the name, title, address, and phone number of individuals authorized to bind the Contractor contractually, and who can be contacted during the Services Agreement period.
2. Provide a description of your company's qualifications, credentials and experience as they relate to consultation in the areas of job analysis and compensation.
3. Provide copies of resumes of all staff that will be assigned to the study, including training and/or experience in the areas of job analysis and compensation. List their expected hours devoted to this project.
4. Provide an overall description of the methodology you intend to use in conducting the study. Include a scheduled timeframe for completion of project no later than June 30, 2025.
5. Provide a list of three (3) similar projects and services your company has performed within the last 10 years with the names, addresses, and

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- phone numbers of clients for whom work was done, placing particular emphasis on services provided to libraries. Include examples of compensation plan and philosophy descriptions and salary schedules.
6. Provide a detailed cost estimate for completing the services included in the Section II, Scope of Work). Provide firm costs, including a list of itemized expenses to accomplish this study. Include a payment schedule and terms. Vendors must complete the pricing information:

STUDY AREA	PROPOSED COST
Service 1 – Classification Study	\$
Service 2 – Compensation Study	\$
Service 3 – Project Communication Plan and Final Report with Implementation Timetable and Costs	\$
Estimated Expenses	\$
TOTAL PROPOSED COST:	\$

7. Each prospective Consulting Firm shall submit proposal via email to the procurement@pgcmls.info email (no other email will be considered for appropriate submission) which will consist of a technical section proposal (including a signed certification) and a dollar cost bid. Failure to do so shall result in automatic rejection of the proposal.

Late Proposals Not Considered

Proposals received after the specified submission deadline will not be considered.

Inconsistency or Error in the RFP

Any Consulting Firm that identifies an ambiguity, inconsistency, or error in the RFP must notify the Library in writing before the Proposal Submission Deadline. Failure to do so will waive any claims of ambiguity, inconsistency, or error.

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Errors or Omissions

The Library is not liable for any mistakes or oversights made by the Vendor.

Addenda

The Library is not accountable for oral instructions from its employees regarding the RFP. Changes will be made only through official addenda. Vendors must regularly check the RFP Updates and Addenda section at <https://ww1.pgcmls.info/procurement-opportunities>.

Consulting Firm Incurred Costs

The Consulting Firm is responsible for all costs of preparing their RFP response. Submitted materials become the Library's property and will not be returned after the submission deadline.

Modification or Withdrawal of Proposal

Proposals cannot be modified, withdrawn, or canceled for 180 days after the submission deadline, as agreed by submitting firms. However, proposals may be withdrawn, altered, or resubmitted in writing before the deadline, provided they comply with the terms and conditions.

Rejection of Solicitation Responses

The Library may reject or accept any proposal, in whole or part, or waive informalities as it sees fit. Firms objecting to a rejection must submit a written protest within five days of the Notification of Award.

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Consulting Firm Certification

By submitting a proposal, the Consulting Firm certifies it has not offered any fees, commissions, or valuables to Library employees, officials, or consultants to secure a contract.

Contract Period

The Service Agreement shall cover the period depending upon date of the Services Agreement is awarded. The contract will expire upon completion of the Scope of Work requirements.

Site Visits

Site visits are not required for the submission process.

Protest of Award

Any person objecting to the award of the Services Agreement must submit a written protest to the Library by 4:00 p.m. on the fifth calendar day after the Notification of Award. The Library may reject protests not filed on time, those without merit, or those requesting confidential information about other bidders, including pricing details of the awarded firm.

A protester must submit a deposit to cover the Library's protest administration costs. If the protest is upheld, the deposit will be returned; if rejected, it will be forfeited. The deposit, in cash or cashier's check, must be \$1,000 or 1% of the pending award, whichever is greater, up to a maximum of \$8,000.

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Termination for Convenience

The Library may terminate the contract with 30 days' written notice, or a mutually agreed timeframe not exceeding 30 days, if it is deemed in the Library's best interest. The Library will cover reasonable costs incurred by the Contractor up to the termination date, but the Contractor will not be reimbursed for anticipated profits not yet earned.

Termination for Default

If the Contractor fails to meet contract obligations or violates any provision, the Library may terminate the contract with written notice specifying the cause. The Library may claim ownership of the services provided, paying fair compensation for satisfactory work done before termination, minus any damages caused by the breach. If damages exceed the compensation, the Contractor remains liable, and the Library can collect damages or deduct from future payments. In case of disputes, the parties agree to attempt mediation before seeking arbitration, litigation, or other resolution methods.

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Scope of Work

The Prince George's County Memorial Library System (PGCMLS) is seeking proposals from qualified consultants or firms to conduct a Comprehensive Classification and Compensation Study. This study aims to evaluate and update our current employee classification system, compensation structure, and related policies to ensure competitiveness, equity, and compliance with industry standards. This project must stay within the projected budget of \$160K.

PGCMLS employs approximately 361 full- and part-time staff members. The library system last conducted a compensation study in 2017 and is required by its collective bargaining agreement to conduct a review every six years. The study will evaluate around 70 position descriptions, and the current pay schedule includes 16 pay grades, each with 3 pay scales.

The current Salary Scale can be found at:

<https://drive.google.com/file/d/1gIXsPTIJ5XBXLLfK36K0WulWkIPn0lYD/view?usp=sharing>

The current Titles, Grades and Exempt Status chart can be found at:

<https://drive.google.com/file/d/1gIXsPTIJ5XBXLLfK36K0WulWkIPn0lYD/view?usp=sharing>

The consultant will be responsible for:

I. Service 1: Classification Study

- a. Review PGCMLS organizational charts and current position descriptions.
- b. If necessary, develop additional data collection instrument(s) such as
- c. questionnaires, staff interviews, job audits, etc.
- d. Provide a process whereby individual employees can request an audit of their current position classification.
- e. Review the classification systems of comparator jurisdictions (Washington, D.C., Montgomery County, MD, Anne Arundel County,

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MD, Howard County, MD, Baltimore County, MD, Alexandria City, VA, Fairfax County, VA, Arlington County, VA) and identify similarities and differences in how work is structured, and classification systems organize work.

- f. Identify and recommend changes that reflect the best practices in the region.
- g. Evaluate the grades of all PGCMLS job classes using a Job Evaluation methodology that addresses internal equity based on compensable factors that do not result in a discriminatory effect by race, creed, color, sex, age, national origin, religion, sexual orientation, gender identity, marital status, or mental or physical disability.
- h. Educate appropriate Library staff on the job evaluation methodology used to ensure proper implementation and future application of the system.
- i. Conduct a special review of the work assigned to the Library Associate and Librarian/Public Services Specialist job classes. Determine what, if any, differences exist in assigned work. Evaluate the value of any such differences in assigned work in terms of job evaluation, assigned grade, and salary. The review should also include an analysis of how comparator jurisdictions structure the work of library associates and librarians/Public Services Specialists. The review must include an analysis of minimum requirements and Maryland law addressing Librarian qualifications. The findings, conclusions, and recommendations resulting from this special review will constitute a separate section of the final report to PGCMLS.
- j. Recommend amendments to the current classification plan that might include the creation of new classes, elimination of unneeded classes, consolidation of existing classes, regrading of jobs based on job evaluation results and or market conditions, creation of opportunities for employee mobility such as career ladders, and assignment flexibility to improve employee knowledge and skill.

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- k. Develop or revise position descriptions and/or classification specifications, as necessary. Ensure job descriptions are in full compliance with the requirements of the Americans with Disability Act (ADA) , reflect the appropriate FLSA status, uniformly reflect essential job functions, required knowledge, skill, and abilities, minimum qualifications, working conditions, and special responsibilities.

II. Service 2: Compensation Study

- a. Conduct a comprehensive review of the PGCMLS compensation program and identify issues including but not limited to recruitment, retention, salary compression, pay equity and propose implementation method to correct.
- b. Develop and conduct a compensation survey evaluating benchmark positions (jobs with comparable duties and responsibilities, knowledge, skill, abilities, and qualifications) to comparable positions in comparator jurisdictions (Washington, D.C., Montgomery County, MD, Anne Arundel County, MD, Howard County, MD, Baltimore County, MD, Alexandria City, VA, Fairfax County, VA, Arlington County, VA).
 - 1. Measure comparator compensation in terms of earnings over time, scale minimums and maximums, actual average salaries, periodic pay adjustments, career promotional progressions, and other compensation factors that impact earnings during a normal career.
- c. Review PGCMLS' existing salary scales and recommend changes resulting from the internal and market analysis.

III. Service 3: Reporting

- a. In the interest of transparency and in conjunction with the designated management/labor study review team, design and develop an ongoing

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communication plan regarding the classification study to inform and educate all stakeholders on direction and progress.

- b. Prepare a draft report for the PGCMLS joint management/labor committee documenting all findings, conclusions, recommendations, costs to implement the study, and an implementation timetable. Discuss, mediate, and resolve any issues identified by the joint committee and prepare a final report to be reviewed by the Chief Executive Officer for presentation to the PGCMLS Board of Trustees.