

**MILLARD COUNTY  
REQUEST FOR PROPOSAL  
SALARY SURVEY and COMPENSATION ANALYSIS SERVICES  
DUE DATE: THURSDAY SEPTEMBER 16, 2021. TIME: 5:00 P.M. MST**

**PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

Millard County is soliciting proposals for a potential contract to provide options for compensation analysis for all Millard County employees.

It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

The County will not be liable for any costs proposers may incur in the preparation or presentation of this proposal.

**BACKGROUND**

Millard County currently employs approximately 145 full time employees and 225 part time employees. Updated job descriptions and current pay scale will be provided.

**SUBMITTING YOUR PROPOSAL**

Include detailed scope of work, availability, references, cost, and years of experience including government experience. Submissions will be evaluated on local vendor, availability, years of experience, cost, government experience, detailed information, professionalism and overall impression.

Proposals must be SEALED and marked "RFP" either in the subject line via email or by hard copy. Proposals must be received by the posted due date and time: September 16<sup>th</sup>, By 5:00 p.m. MST, to the attention of Bonnie Smith. Proposals received after the deadline will be late and ineligible for consideration.

The method of submitting your proposal is hard copies or email [millardbids@co.millard.ut.us](mailto:millardbids@co.millard.ut.us). Proposals must be received at the Millard County Auditor's Office at, 50 South Main, Fillmore, Utah 84631.

**PRICE GUARANTEE PERIOD**

All pricing must be guaranteed for the duration of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the County.

## **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include, but not be limited to, the County's standard terms and conditions. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions as set forth in this RFP must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. The County reserves the right to negotiate or refuse any exceptions and/or additions.

## **QUESTIONS**

All questions must be submitted electronically to the Millard County Auditor's Office, attention: Bonnie at: bsmith@co.millard.ut.us or at: 435-743-5227. Any bidder who attempts to/contact any employee or representative of the County, other than those designated in this document, during the RFP process will be disqualified.