


Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

January 9, 2023

TO: Patrick Davis, President, City Council

FROM: Timothy M. Keller 

SUBJECT: Mayor's Recommendation of Award (ROA) for RFP No. RFP-2022-339-HRM-EV
"Classification and Compensation Consulting Services"

The City of Albuquerque's Human Resources Department in conjunction with the Department of Finance, Purchasing Division, issued the RFP for classification and compensation consulting services.

The RFP was posted on the Purchasing E-Procurement, Bonfire website on September 9, 2022 and advertised in the Albuquerque Journal on September 11, 2022.

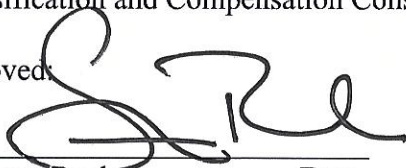
The City received two (2) responses to this solicitation. The ad hoc evaluation committee evaluated and scored the proposals received in accordance with the evaluation criteria published in the RFP. After thoroughly reviewing and scoring the proposals, Evergreen Solutions, LLC earned the highest score of 855 points. The ad hoc committee found Evergreen Solutions, LLC to be both responsive and qualified and recommends an award to Evergreen Solutions, LLC.

I concur with this recommendation.

The City of Albuquerque's Human Resources Department will manage this contract.

Mayor's Recommendation of Award (ROA) for RFP No. RFP-2022-339-HRM-EV
"Classification and Compensation Consulting Services"

Approved:

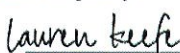


Lawrence Rael
Chief Administrative Officer

Date

Approved as to Legal Form:

DocuSigned by:



Lauren Keefe
City Attorney

1/18/2023 | 5:23 PM MST

Date

DS
ME

DS
RH

Recommended:

DocuSigned by:



1/13/2023 | 1:03 PM MST

Anthony Romero
Director of Human Services

Date

Cover Analysis

1. What is it?

The Request for Proposal (RFP) is for a classification and compensation study that will be used to develop and provide implementation recommendations for a new classification and compensation system that will apply to classified positions throughout the City.

2. What will this piece of legislation do?

This RFP will update the current classification and compensation system which was originally established in 1999.

3. Why is this project needed?

This RFP is required for the City to effectively compete for talent including evaluating the current internal salary range for benchmark positions to their competitive market rate.

4. How much will it cost and what is the funding source?

The Human Resources department will use current appropriation to cover the expected expense.

5. Is there a revenue source associated with this Plan? If so, what level of income is projected?

There is no revenue source associated with this Plan.

FISCAL IMPACT ANALYSIS

TITLE: Compensation

R:

O:

FUND: 110

DEPT: 4711000

- ☒ No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- ☐ (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2023	Fiscal Years 2024	2025	Total
Base Salary/Wages	-	-	-	-
Fringe Benefits at	-	-	-	-
Subtotal Personnel	-	-	-	-
Operating Expenses	-	-	-	-
Property	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -
[] Estimated revenues not affected				
[] Estimated revenue impact				
Revenue from program				0
Amount of Grant		-	-	
City Cash Match				
City Inkind Match				
City IDOH	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS: The Human Resources Department will contract for the Compensation and Classification Study. The Human Resources Department current appropriation will cover the expected expense.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

APPROVED:

DocuSigned by:
Tanya E. Gallagos
FISCAL ANALYST

DocuSigned by:
Tanya E. Gallagos 1/13/2023 | 1:03 PM MST
DIRECTOR (date)

REVIEWED BY:

DocuSigned by:
Kevin E. Noel
EXECUTIVE BUDGET ANALYST

DocuSigned by:
Lawrence J. Davis 1/18/2023 | 1:37 PM MST
BUDGET OFFICER (date)

DocuSigned by:
Christine Baumer
CITY ECONOMIST



City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

Interoffice Memorandum

Date 12/14/2022 | 7:54 AM MST

TO: Chief Administrative Officer

FROM: Anthony Romero, Director, Human Resources Department

SUBJECT: **Recommendation of Award –**
RFP Number: RFP-2023-339-HRM-EV
RFP Name: Classification and Compensation Consulting Services

DS
A/R

The Department of Finance and Administrative Services, Purchasing Division, issued the subject solicitation in conjunction with the Human Resources Department for classification and compensation consulting services.

The solicitation was posted on the Purchasing website and advertised in the Albuquerque Journal. The number of responses received for evaluation were two (2).

The Ad Hoc Evaluation Committee evaluated and scored the responses in accordance with the evaluation criteria published in the RFP and recommends award of contract to Evergreen Solutions, LLC.

I concur with this recommendation. Listed below are the composite scores for the top three responses received:

COMPANY NAME	SCORE
Evergreen Solutions, LLC	855
MGT of America Consulting, LLC	677

The Department that will be managing this contract is Human Resources Department.

Approved:

DocuSigned by:

12/16/2022 | 4:27 PM MST

Chief Administrative Officer (Date)

Attachment: Scoring Summary





City of Albuquerque

Department of Finance and Administrative Services

Timothy M. Keller, Mayor

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APP

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Chief Administrative Officer (Date)

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RFP-2023-339-HRM-EV - Classification and Compensation Consulting Services
Scoring Summary

	Total	B-1 - General Approach	B-2 - Project Plan & Proposed Timeline	B-3 - Experience and Qualifications	B-4 - Project Management and Resources	B-5 - Past Performance	B-6 - Overall Ability	C-1 - Appendix A- Cost	D - Preferences
Supplier	/ 1,000.00 pts	/ 100 pts	/ 200 pts	/ 200 pts	/ 100 pts	/ 100 pts	/ 200 pts	/ 100 pts	/ 0 pts
Evergreen Solutions, LLC	855	84	159	175	85	91	161	100	0
MGT of America Consulting, LLC	677	70	131	168	78	74	134	23	0