

**CITY OF TOLLESON
REQUEST FOR PROPOSALS (RFP)
FOR
CLASSIFICATION AND COMPENSATION STUDY**

The City of Tolleson is issuing this Request for Proposals from qualified offerors for a Classification and Compensation Study to include implementation recommendation and job description revision for succession planning. All provisions of this RFP are subject to the City Code and, in particular, sections 3-5-1 et. seq.

The RFP will be listed on the City's website www.tollesonaz.org beginning Friday, December 7, 2012, and may be obtained from the City Clerk's Office at the Tolleson City Hall, 9555 W. Van Buren Street, Tolleson, AZ, 85353. Any questions related to this Project or the RFP should be directed to Human Services Director Wendy Jackson at wjackson@tollesonaz.org or (623) 936-2703.

Proposals are to be addressed and delivered to the Tolleson City Hall at 9555 W. Van Buren Street, Tolleson, Arizona, 85353 on or before 5:00 P.M., M.S.T., Wednesday, January 9, 2013, at which time a representative of the City will announce publicly the names of those offerors or individuals submitting proposals. No other public disclosure will be made until after award of the contract. The City of Tolleson reserves the right to reject any and all submittals.

Notice Given By: Crystal Zamora
Deputy City Clerk
Friday, December 7, 2012

Published in the: Arizona Republic
Friday, December 7, 2012
Friday, December 14, 2012

City of Tolleson

Request for Proposals
HR-COMP/CLASS2013

CLASSIFICATION AND COMPENSATION STUDY FOR THE CITY OF TOLLESON

CONTACT PERSON
Wendy Jackson HR Director
623.936.2703
wjackson@tollesonaz.org

SECTION I.

The City of Tolleson Arizona (“City”) is requesting sealed proposals (“RFP”) from qualified offerors for a Classification and Compensation Study to include implementation recommendation and job description revision for succession planning. All provisions of this RFP are subject to the City Code and, in particular, sections 3-5-1 *et. seq.*

Proposals are to be addressed and delivered to the **Tolleson City Hall at 9555 W. Van Buren Street, Tolleson, Arizona, 85353 on or before 5:00 P.M., M.S.T., Wednesday, January 9, 2013**, at which time a representative of the City will announce publicly the names of those offerors or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

SECTION II.

PURPOSE OF THE RFP/SCOPE OF WORK

BACKGROUND

Tolleson is a full service City, with a seven member City Council operating under the Council/Manager form of government. City departments include City Management, City Clerk, Finance, Community Services, Parks and Recreation, Magistrate, Information Technology, Human Resources, Fire, Police, Economic Development, Field Operations, Engineering, and Utilities. This study will include approximately 165 employees and 88 positions to include Mayor and Council. The City does not bargain with any group, nor are any groups recognized.

All City positions will be included in this study. If you are selected, you will be given current organization charts and compensation class structure for your review.

In 2004 the City contracted with Waters Consulting to conduct a similar study. The study was co-sponsored with two local cities and based on the outcome, the City implemented a revised pay structure which includes broad ranges for Exempt and Non-Exempt positions. Since this study, a few enhancements were made to the compensation classification model. The City eliminated the quadrant system and created a merit system to calculated increases for performance. In addition to implementing a new merit system, the City has instituted an annual cost of living increase. Although the prior scope of work did not include revised job descriptions, the City created descriptions for all positions and performed reclassifications on a case-by-case basis.

The City is looking for a creative consultant (a firm or individual proprietor) that can look at this project from a business oriented perspective, incorporate the public sector needs, and design a program specifically for the City of Tolleson that emphasizes our mission, vision, and values. We would like the consultant to “become part of the City of Tolleson” during this process. Please include in your proposal how you would establish a presence here.

2. METHOD OF SELECTION

The intent of the City is to select one Consultant whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this RFP. The successful Consultant will have demonstrated exceptional qualifications. Selection will be accomplished in a two-phase process consisting of an initial evaluation of all proposals submitted by responsible and responsive offerors (Request for Qualifications Phase) and a subsequent interview process with the three offerors that submit proposals that the City, in its sole discretion, determine to be most advantageous to the City and whose proposals are determined to be reasonably susceptible of being selected for award.

The City reserves the right to reject any or all submissions.

3. REQUEST FOR QUALIFICATIONS

The City will conduct a prequalification screening of all submitted proposals by a designated selection team. The prequalification screening process will identify those offerors that submit proposals that the City, in its sole discretion, determine to be most advantageous to the City and whose proposals are determined to be reasonably susceptible of being selected for award. Section VI details the Criteria used for evaluations of submittals.

4. ORAL INTERVIEWS/PROPOSAL PRESENTATIONS

Based upon its review of the proposal submittals, the City will select, in its sole discretion, a short list of Offerors as set forth in paragraph 3 above. Offerors on the short list may be invited to participate in the Interview/Presentation phase of the process. Pursuant to section 3-4-78 of the City Code, the Offerors who are interviewed will be asked to make a “Best and Final Offer.”

5. NEGOTIATIONS

After the Interview/Presentations, the City will offer the Offeror whose proposal it determines to be the most advantageous to the a thirty (30) day exclusive negotiation period. In the event that there is an impasse in the Negotiations, the City reserves the right to go to the next most advantageous offeror. City reserves the right to reject all proposals at any time.

SECTION III.

INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the City of Tolleson City Hall, 9555 W Van Buren Street, Tolleson, AZ 85353, on or before the time and date set for closing.

Qualifications should be in a sealed envelope marked:

Name of Proposer: _____

Title of Proposal: **Classification and Compensation Study**

RFQ Number: HR-COMP/CLASS2013 Date and Time Proposal is Due:

Wednesday, January 9, 2013, 5:00 P.M., M.S.T.

No telephone, electronic or facsimile proposals will be considered. Qualifications received **after** the time and date for closing will be returned to the proposer unopened.

2. Qualifications should be submitted as a document set, containing **one clearly marked original** and **Eight (8)** additional copies. **(for a total of Nine (9) submitted)**

3. You may withdraw your proposal at any time prior to the time and date set for closing. Qualifications withdrawn after opening but prior to award, may be withdrawn in accordance with the City of Tolleson Procurement Code.

4. No department or office at the City has the authority to solicit or receive official proposals other than Clerk's Office. All solicitation is performed under the direct supervision of the Finance Director, City of Tolleson and in complete accordance with City of Tolleson Procurement Code.

5. The City reserves the right to conduct discussions with proposers, to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City will not disclose any information derived from proposals submitted, or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.

6. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the City may be requested to give an oral presentation to a selection committee. The Human Resources Director will perform scheduling of these oral presentations.

7. The award shall be made to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the City based on the evaluation factors set forth in this RFP. Price, although a consideration, will not be the sole determining factor.

8. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the

Finance Director concurs, this information will not be considered public information. The City Manager is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.

9. Your proposal should be submitted in the format shown in **Section VII**. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

10. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the opening date.

11. The successful proposer is expected to enter into the standard form of agreement for consultant services. The City's contract terms and conditions are included in this RFP in **Section VII**. These terms and conditions are intended to be incorporated into the agreement between the City and the successful proposer. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected.** Special terms and conditions address subjects that are important to the City. Proposers may suggest alternatives to these special terms and conditions. **However, proposals that are contingent upon any changes to these special terms and conditions will be at a competitive disadvantage in the proposal evaluation process.**

12. May: Indicates something that is not mandatory but permissible/desirable. Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as nonresponsive.

Should: Indicates something that is recommended but not mandatory. If the proposer fails to provide recommended information, the City may, at its sole option, ask the proposer to provide the information or evaluate the proposal without the information.

13. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions, and requirements in the specifications/scope of work.

14. All responses and accompanying documentation will become the property of the City at the time the proposals are opened.

15. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the City of errors or omissions relating to this Request for Proposal must be directed, in writing or by facsimile, to:

Wendy Jackson

Human Resources Director
Human Resources Department
City of Tolleson
9555 W Van Buren Street
Tolleson, AZ 85353
Tel: 623-936-2703
Fax: 623-907-3094

Requests must be submitted on a copy of the Proposer Inquiry Form included in **Section VIII** of this RFP. All formal inquiries must be submitted at least seven (7) calendar days before the time and date set for closing this RFP. Failure to submit inquiries by this deadline may result in the inquiry not being answered. Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this RFP. Proposers shall not rely on any verbal responses from the City. If you have formal questions about any part of this RFP, which could result in a material issue or a formal amendment to this RFP, submit your questions on a Proposer Inquiry Form from **Section VIII** of this RFP.

16. The City shall not reimburse any proposer the cost of responding to a Request for Proposal.

17. The City believes that it can best maintain its reputation for treating service providers and suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the Procurement Code of Tolleson and , specifically, Section 3-5-300 et. seq.

SECTION IV.

SPECIFICATIONS/SCOPE OF WORK

SCOPE OF PROJECT

This RFQ is intended to be very broad in nature including a classification analysis with recommendations to restructure current classification system, a total compensation analysis with recommendations to implement, and identification and definition of competencies necessary for each position to effectively fulfill the essential functions and proposes an objective.

Classification Component

The consultant will develop a comprehensive classification system, which will include performance of the following tasks:

1. Review of background materials including current classifications and classification program, current job description questionnaire and job descriptions, organizational charts, Personnel Rules and Policies, and related information.
2. Conduct orientation and briefing sessions for employees at all levels to educate them on the goals of the study and the potential outcomes.
3. Obtain job description questionnaires from all employees. Please include a copy of the Job Description Questionnaire (JDQ) you intend to use as part of this proposal.
4. Conduct interviews and job audits with a representative sample of employees to confirm the data provided in the JDQs. All single incumbent positions should be interviewed, as well as small groups of employees holding the same position. Employees should feel they have been listened to, that their input was valued, and when they see the results, it will be obvious to the employee that this is not a canned program and that their input is reflected in the new job description.
5. Prepare up-to-date, clearly defined classification specifications for all jobs. Distinctions between jobs should be readily understood, while providing broad based, generic classifications, where appropriate. The final class specifications (job descriptions) should include essential functions, distinguishing characteristics, physical and mental demands, all minimum qualifications such as driver license requirements, certifications, and competencies required to do the job (knowledge, skills, and abilities). Core training components to advance to the next position should be included and the class specification should indicate whether the position is FLSA exempt or non-exempt. In addition, the job description should include a description of complying with and embracing the culture, the importance of being on time, maintaining attendance necessary to perform the duties, as well as any other standard language recommended to be in compliance with labor laws.
6. Allocate all employees included within the scope of the study to an appropriate job classification.

7. Identify any extreme current classification inequities and provide a recommended corrective action plan and process to remedy these situations, prior to full plan implementation.
8. Propose a management review process to be used to find resolution to classification-related disputes, with the decision of the City Manager as final. In addition, include a remedy to align performance and merit increase cycles for the executive leadership team.
9. Submit recommendations for appropriate implementation measures that City staff will need to take. Include revisions to our rules and policies that will need to be in place to administer the system. The rules and policies should be very specific in nature and include all aspects of classification. Software should be provided that expedites and simplifies future job specification development and position reclassifications. Finally, you will need to present these rules and policies to the City Council in order to implement the new system.
10. Suggest a straightforward, easily understood, maintenance system that we will use to keep the classification system current and equitable. Maintenance should include system-wide, annual activities (such as a market survey), as well as the process we would use in the review of the classification of individual jobs, as needed. The time it should take us to classify/reclassify a position should be included in the process, as well as what assistance we can expect from your company in ongoing system maintenance and administration. Include a recommendation on how frequently and under what circumstances reclassifications should be addressed and how the City should treat employees that are over the max for position range.
11. Conduct a comprehensive training program for key staff to ensure that the City's staff can explain and administer the new system in the future. The target audience, program length, and program objectives should be clearly spelled out in the proposal.

Compensation Component

1. Identify benchmark classifications after incorporating the City Management and Council's input and agreement.
2. Recommend comparable labor markets and assist the management team and the City Council in defining comparable markets, including both private (if desired by the City Council) and public sector employers.
3. Develop externally competitive and internally equitable salary recommendations for each classification included within the study.

4. Identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations, prior to full plan implementation.
5. Work with City Council to establish a consistent and competitive market position that the City can strive to maintain.
6. Develop a policy and guideline to assist City staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position and how difficult the position is to fill and market competitiveness. In addition, include lateral pay for Police and Fire positions.
7. Develop a new salary range table(s) that will encompass all City jobs. The table should make sense when changing ranges and not begin a new range with salaries that are unrelated to the other ranges. Software should be provided that expedites changes to the salary ranges when market adjustments are implemented.
8. Recommend an implementation strategy (including costs) and a maintenance strategy for the new salary system. Include proposed policies and guidelines that will need to be in place to administer the system. These policies and guidelines should be very specific and include all aspects of compensation. You will need to present these policies to the City Council for adoption in order to implement the new system.
9. Make recommendations and provide implementation strategy related to other key compensation practices, based on market demands, including pay for performance, skill pay, shift differential pay, special assignment pay, out of class pay, specialty pay, certification pay, bi-lingual pay, promotional pay, acting assignment pay, stand-by pay, and call-out pay. The recommendations should include how these practices relate to employees working 40 hours per week, versus 56 hours per week.
10. Suggest a maintenance system that we will use to keep the compensation system current and equitable. Maintenance should include system-wide, annual activities (such as a market survey). This process should include a presentation of recommendations to the City Council.

Competencies

1. Identify and define competencies (knowledge skills, and abilities) necessary for each position to effectively fulfill the essential functions of the position

Benefits Component

1. Review and provide recommendations on the competitiveness of the City's entire benefits package. (Please include vacation leave, sick leave, holidays, other paid leave, health, dental, life, and vision insurances, short term disability, longevity pay, bereavement leave, retirement, tuition reimbursement, car allowances etc.) Total compensation is the desired result.
2. Provide a recommended approach to administrative time off for exempt employees, in addition to their regular vacation time, in recognition of increased hours worked without benefit of overtime or compensatory time.
3. Provide a recommended approach to providing additional vacation time to new employees who bring years of comparable government experience to the job.

Project Oversight

A team of City employees will monitor the progress of this project. The team will review the proposals, ask the top three consultants to present their proposal to the team, check references, and recommend a consultant to the City to utilize for this project. After receiving the award, it will be necessary to make periodic reports and presentations to the team and to incorporate the team's recommendations into the final product, if necessary. In addition, the Consultant will be expected to make related presentations to the City Council throughout the project. At a minimum, presentations will be made prior to the start of the study to provide an overview to the Council, at the mid-point of the study to provide an update to the Council, and at the conclusion of the study. You will also need to provide a time-line during the initial overview to Council that specifies what will be done by specific dates. Any documents and/or systems generated as a result of this process will be the sole property of the City of Tolleson. The Consultant will also need to provide the City paper and electronic copies of manuals and documents to assist in management of this program throughout upcoming years.

SECTION V.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **Tuesday, December 18, 2012, 1:00 P.M., M.S.T.** at the Tolleson City Hall, 9555 W Van Buren Street, Tolleson, Arizona 85353. The purpose of this conference will be to clarify the contents of this RFP in order to prevent any misunderstanding of the City's intention and desires, and/or to give prospective offerors an opportunity to review the area. Any doubt as to the requirements of this RFP, or any apparent omission or discrepancy should be presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the RFP. Oral statements or instructions shall not constitute an amendment to this RFP. **You**

do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this RFP. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

SECTION VI.

EVALUATION CRITERIA

Qualifications will be evaluated on the following criteria, listed in order of their relative priority with most important listed first:

- I. Offeror's Qualifications
 - A. Provide a list of the principal(s) who will perform the work, along with a detailed resume of qualifications and recent, similar experience. The proposal shall identify the Project Manager who will be on site and oversee the project. Each resume shall be in sufficient detail to allow the City to evaluate the proposed individual's qualifications and must, at a minimum, include number of years with the firm, education, major projects worked on or completed within the past five years, and related experience. Individuals identified in the RFP shall not be removed from this project team for the duration of the contract without the express written permission of the City of Tolleson.
 - B. Describe the qualifications and history of the offerer. If a firm, partnership, or corporation, please describe the qualifications of the entity submitting the proposal..
- II. Offeror's References

Experience with public sector agencies is necessary. Provide the names of five (5) clients for whom your company has provided similar services. Include the name of the client's company/agency, the name of a contact person, and their phone number. Include what projects Offeror has done. Include only references of the individuals who would be assigned to this project.
- III. Proposed Project Plan
 - A. Provide a detailed description of how you will complete **all components** of this assignment in the order they are listed. Include how you plan to "become part of the organization," and how much time you will spend on the premises, and what you will be doing. Fully outline your job analysis and compensation methodology including study objective, end products, processes, and procedures. Include what type of City facilities you will need while on the City premises.

- B. Provide a detailed time schedule identifying expected starting and completion dates of each phase of the work plan. Be sure to include time in your schedule for review and feedback by the City's review team.

IV. Project Cost

Submit a detailed cost for all services described in this RFP, and/or the services you propose **in a separate envelope from your RFP.**

EVALUATION OF QUALIFICATIONS

A team of employees, managers, and human resource professionals will evaluate the proposals. The written proposals will be evaluated, based on the following criteria, which is listed in order of importance:

- Proposed Plan for Project Including Content and Scope. The Plan must provide a true assessment of our needs and recommendations based on best practices within the compensation and classification arena.
- Offeror's Qualifications, Experience, and Performance Records from References
- Understanding the Task at Hand
- Offeror's Ability to Become "Part of the Organization", Learn and Incorporate our Values and Place a Strong Emphasis on our Customer Service Driven Culture
- Offeror's Ability to Complete the Project in an Accurate, Timely and Inclusive Fashion
- Familiarity with the Needs Within the Study Area
- Proposed Plan for Creativity in Obtaining Employee Input and Involvement and Buy-in into the Process
- Creativity of the Proposed Process
- Electronic Tools that will be Provided for Maintaining All Programs
- Cost Consideration

SECTION VII.

FORM OF PROPOSAL / SPECIAL INSTRUCTIONS

To facilitate direct comparisons, your proposal shall be submitted in the following format, listed in order, and index tabbed to match. Your proposal shall include, at a minimum, information requested below. If proposer fails to provide any of the requested information, with the exception of the mandatory proposal certification, the City may, at its' sole option, ask the proposer to provide the missing information or evaluate the proposal without the missing information.

A. SUBMITTAL AND REVIEW

1. Information shall be submitted on 8-1/2" by 11" paper. Emphasis should be on completeness and clarity of content. Each response should reference the criteria section being addressed. Pages should be numbered consecutively. Note: Failure to respond to all requested information may be considered non-responsive and may disqualify a developer from further consideration.

2. **One original and eight (8) copies** of the prequalification information. Please note that these materials will not be returned.

3. The Arizona Public Records Act limits the City's ability to withhold prequalification and bid data. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a "Public Records Act" request is made for disclosure of data so classified, it will notify the submitter of such data so that the submitter will have an opportunity to legally challenge the City's obligation to disclose such information.

B. Request for Proposal Contents

1. Table of Contents

2. Letter of Transmittal, include a narrative outlining the Offeror's overall understanding of the RFQ requirements.

3. Vendors must submit one clearly marked original and eight (8) additional copies (for a total of nine (9) submitted), each proposal containing the following items:

a. Provide a description of your company's qualifications, credentials, experience and resources as they relate to consultation in the areas of job classification and compensation.

b. Provide copies of resumes of all staff that will be assigned to the study, including training and/or experience in the areas of job classification and compensation. List their hours on this project.

c. Provide an overall description of the methodology you intend to use in conducting the study. Include a scheduled timeframe for completion of project.

d. Provide a list of three (3) similar projects and services your company has performed within the last 10 years with the names, addresses, and phone numbers of clients for whom work was done, placing particular emphasis on services provided to public sector organizations. Include examples of job descriptions and salary schedules.

e. Provide a detailed cost estimate for completing the services outlined in the Scope of Work in this RFQ. Provide firm costs, including a list of itemized expenses to accomplish this study.

4. A completed and signed Pricing and Declaration Form. The City is not responsible for the vendor's failure to provide information and pricing on required items. In this instance the prices submitted will prevail as the proposal.

SECTION VII SUBMITTAL

PRICE/COST ESTIMATE & PAYMENT SCHEDULE

Provide a detailed cost estimate for completing the services as specified in the Scope of Work.

Provide firm costs, including a list of itemized expenses to accomplish this study. Provide attachments as necessary.

Classification Component

Service: _____ \$ _____

Compensation Component

Service: _____ \$ _____

Competencies Component

Service: _____ \$ _____

Benefits Component

Service: _____ \$ _____

Est. Expenses:
_____ \$ _____

Est. Expenses:
_____ \$ _____

TOTAL: \$ _____

Payment Schedule/Terms:

DECLARATION

Company Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Fax Number: _____ Website Address: _____

The undersigned proposer/offeror declares to have read and fully understand the request for proposal and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, proposer/offeror will contract to perform in accordance with the specifications and proposals. Said price is to include and cover all materials, labor, supervision, overhead, profit, and taxes to complete the job to the City's satisfaction.

Signature of Authorized Representative: _____

Date: _____

SECTION VIII.

PROPOSER INQUIRY FORM

(Pre-Proposal Questions, General Clarifications, etc.)

PROJECT NAME: Classification and Compensation Study

PROPOSAL NUMBER: HRComp12-13

INQUIRY DEADLINE: 5:00 P.M., M.S.T., January 2, 2013

QUESTIONS ON: ORIGINAL PROPOSAL or ADDENDUM NO. _____

SECTION NUMBER: _____

WRITER: _____

FAX NO. _____ PHONE NO. _____

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

DATE: _____

QUESTIONS: _____

**SECTION IX. –
PROPOSAL CERTIFICATION/CONFLICT OF INTEREST CERTIFICATION**

City of Tolleson
9555 W Van Buren Street
Tolleson, Arizona 85326

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of City of Tolleson who has, or whose relative has, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of City of Tolleson who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification. In compliance with Request for Proposal HR-COMP/CLASS2013, for Classification and Compensation Study for the City of Tolleson and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such good/services in accordance with the specifications/scope of work.

ADDENDA: Receipt of the following Addenda is acknowledged, and the provisions are included in this RFP:

Addendum No. _____	Dated _____

Firm Name (or individual, if no firm): _____

Address: _____

City: _____, **State:** _____, **Zip Code:** _____

(signature required)

(print name) **(fax)**

(print title) **(Federal Taxpayer ID Number)**

(date)