

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 13

Date of Request: October 3, 2008

Date Request Received: October 3, 2008

Board Meeting Date Requested: October 10, 2008

Board Meeting Date Assigned: October 10, 2008

**Short Title:** A Resolution Authorizing The County Manager To Execute A Memorandum Of Agreement With The NC Association Of County Commissioners Providing For Springsted, Incorporated To Develop A Comprehensive Performance Evaluation System

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** Springsted, Inc. has completed and made recommendations to the Board regarding a new Pay and Classification System. An appropriate follow-up step (Phase II) is to develop and implement a compatible performance evaluation system. Springsted has provided a proposed Memorandum of Agreement (which is actually through the NC Association of County Commissioners) for moving forward with Phase II. A copy of the proposal and agreement is attached. The cost of the proposal is \$15,725, plus out of pocket expenses.

(Administrative Use Only)

## CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**Specific Action Requested:** To consider a resolution authorizing the County Manager to execute a Memorandum of Agreement for Springsted, Inc. to develop a comprehensive Performance Evaluation System as outlined in the February 14, 2008 letter outlining the scope of work.

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

The Finance Director will appropriate \$16,500 in Budget Account 999-499400 (contingency) to cover the contract cost plus out-of-pocket expenses.

Date Sent: Signed:

Requested by: Rick Benton  
Department: County Manager's Office  
Title: County Manager  
Contact Phone: 910.259.1200  
Contact Fax: 910.259.1402

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

RB  
Initials

**RESOLUTION: NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the County Manager is authorized to execute a Memorandum of Agreement with the NC Association of County Commissioners in the amount of \$15,725 plus out of pocket expenses, to employ Springsted, Inc. to develop a comprehensive Performance Evaluation System as outlined in the February 14, 2008 letter outlining the scope of work. The Finance Director is authorized to appropriate \$16,500 from Budget Account 999-499400 for the contract cost and out-of-pocket expenses. The County Manager is authorized to execute any and all documents necessary to implement this resolution.

**ADMENDENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

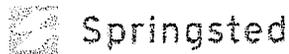
YEA VOTES: Williams \_\_\_ Tate \_\_\_ Blanchard \_\_\_ Brown \_\_\_ Rivenbark \_\_\_

\_\_\_\_\_  
James David Williams, Jr., Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date



Springsted Incorporated  
1564 East Parham Road  
Richmond, VA 23228  
Tel: 804.726.9750  
Fax: 804.726.9752  
www.springsted.com

February 14, 2008

Mr. Al Green  
Interim County Manager  
Pender County  
PO Box 5  
Burgaw, NC 28425

**Re: Phase-II of the Pender County Classification and Compensation Study--Development of a Performance Evaluation System**

Dear Mr. Green:

As discussed during our conference call on February 13<sup>th</sup>, I am attaching a scope of work for Phase II of the County's Classification and Compensation Study. During our discussion yesterday it was noted that Pender County is facing significant challenges in recruiting and retaining quality employees and that the County's performance evaluation system is, like the County's Classification and Compensation System, in need of attention. It was also noted that planning for and implementing a new performance evaluation system for County employees due to current County workload and staffing limitations is virtually impossible to accomplish. Development of an objective performance evaluation system, tailored to each job classification will allow the County to ensure that employees are evaluated consistently and fairly and provide the basis for employee performance improvement. As outlined in our phone conversation Springsted would be pleased to develop a performance evaluation system for the County and provide training to Department Heads, supervisors and employees in use of the system.

As set forth in this letter, the following human resource services will be performed in accordance with our discussions.

**Performance Evaluation System Development Scope of Work**

Springsted will:

1. Develop individualized performance evaluation forms for each of the County's completed job classifications (job description) which Springsted would update during Phase I of our study. Each form will be specific to the County's job classification system and allow for the employees supervisors to evaluate the employee's performance based upon job duties and responsibilities, previously established employee performance goals and to establish new goals for future employee performance. The forms will be made available electronically and in hard copy and will provide for self calculating scoring of each rated job function and established goal.
2. Provide training sessions for supervisors on how to conduct an objective employee evaluation utilizing the new performance evaluation system and for employees in what to expect from and how to actively participate in their performance evaluation. We would recommend that one

supervisor and that six employee training/orientation sessions be held to reach as many supervisors and employees as possible.

3. Provide a performance evaluation system training manual and a number of copies to be determined by the County. The Training Manual will be developed for utilization by supervisors and will provide guidance in use of the system, preparation for employee evaluations, goal setting and scheduling of evaluations.

### **Project Team**

The County's Project Team for this engagement would involve me as Project Coordinator, Ann Antonsen as System Developer and Training Coordinator and Rebecca Rutt as support staff. Resumes of staff have been made available to the County in our original proposal.

### **Timeline**

Work on the project will commence upon approval by the County and will be completed within ninety (90) days of the County's approval of the newly developed classification descriptions authorized in Phase I of the project.

### **Compensation**

Compensation for development of a Performance Evaluation System for Pender County will be based upon a fixed fee as outlined in this letter proposal in the amount of \$15,725, plus out of pocket expenses.

### **Compensation for Additional Work Items**

Other projects or services requested by the County, beyond the identified services outlined above would lend themselves to an hourly compensation structure. Our approach to providing requested services will be to draft a "Task Order" which describes each sub-project's background, outlining our approach to services, details, deliverables that will be provided, project team assignments, time frame and estimates of the anticipated cost which as always would include a "cap."

The teams' standard hourly rates are presented below:

Title	2008 Rate
Principal, Senior Officer	\$215
Officer, Project Manager	\$185
Senior Associate	\$150
Associate	\$140
Support Staff	\$60

Compensation for services shall be paid within 30 days upon receipt of monthly certified billings.

### **Claims, Disputes and other Matters**

All claims, disputes and other matters arising out of or relating to this Agreement or breach hereof shall be governed by the laws of the State of North Carolina.

Pender County, North Carolina  
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Please accept this letter as our work program for extension of the original Scope of Work with Pender County, North Carolina dated January 23, 2008.

To acknowledge approval please sign and return a copy of the enclosed NCACC contract documents.

Very truly yours,

SPRINGSTED INCORPORATED

*John A. Anzivino*

John A. Anzivino, Senior Vice President  
Client Representative to Pender County



MEMORANDUM OF AGREEMENT

PERSONNEL SERVICES

PENDER COUNTY

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by and between the North Carolina Association of County Commissioners, an unincorporated association, hereinafter called "Association", and Pender County, a governmental subdivision of the State of North Carolina, hereinafter called the "County".

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the County, the Association offers to perform the following services:

Scope of Services

See Attachment "A", Scope of Services as amended, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

This project can be started upon approval by the County and will be completed within 90 days of the County's approval of the newly developed classification descriptions authorized in Phase I of the project. This completion date is guaranteed for a period of thirty (30) days only after the submission date.

Costs

The professional fee of the proposed work is Fifteen Thousand Seven Hundred Twenty-five dollars (\$15,725.00) plus out of pocket expenses.

In consideration of the services performed by the Association, the County agrees to abide by and perform the following:

The County will be billed an initial payment of \$3,932.00, two monthly progress payments of \$3,931.00 and a final payment of \$3,931.00 plus properly documented expenses when the project is completed and presented to the County. The County agrees to remit payment to the Association upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the Association Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return same to the Association office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA ASSOCIATION  
OF COUNTY COMMISSIONERS

PENDER COUNTY

\_\_\_\_\_  
Ed Wooters  
Director of Membership Services

\_\_\_\_\_  
Name

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date