



RFQ 012017
Compensation and Classification Study

Bay County Finance Department
Purchasing Division
On behalf of
Bay County Personnel and Employee Relations

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR PROPOSAL---THIS IS NOT AN OFFER

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO ENSURE THAT YOUR NAME MAY BE RETAINED ON OUR PROPOSERS LIST

DATE OF REQUEST	SEPTEMBER 27, 2017
REFERENCE PROPOSAL NUMBER	RFQ 012017
DEADLINE FOR VENDOR QUESTIONS	OCTOBER 13, 2017 5:00 PM
RESPONSES DUE FROM COUNTY	OCTOBER 20, 2017 5:00 PM
PROPOSED DATE/TIME REQUIRED	OCTOBER 27, 2017 11:00 AM
SUBMIT PROPOSAL TO:	BAY COUNTY FINANCE DEPARTMENT PURCHASING DIVISION ATTN: FRANCES MOORE BAY COUNTY BUILDING 515 CENTER AVENUE 7 TH FLOOR BAY CITY, MI 48708-5128
MARK PROPOSAL:	“PERSONNEL AND EMPLOYEE RELATIONS COMPENSATION AND CLASSIFICATION STUDY”

The Bay County Purchasing Division on behalf of the Bay County Personnel and Employee Relations is seeking a firm to conduct a Compensation and Classification Study

COUNTY BACKGROUND

Bay County is made up of 14 townships and 4 cities. It is home of around 106,000 people, making it the 20th most populace county in the State of Michigan.

The Bay County government consists of a number of elected officials, including the Bay County Executive and the seven-member Bay County Board of Commissioners. Services provided by the County include the normal array of county services, including, but not limited to; County Clerk, Circuit/Probate/District Courts, Prosecutors Office, Public Defenders Office, Juvenile Home, Health Department, County Treasurer, Drain Commission, Register of Deeds, Mosquito Control, Environmental Affairs, Geographic Information Systems (GIS), Equalization, Department on Aging, Housing, Animal Control, Parks & Recreation, Sheriff Department including Road Patrol and the Jail, Finance, Information Services Division (ISD) and Personnel.

The County government is set up under Public Act 139 of 1973. This format provides for an elected County Executive who, as chief administrator, has authority over all departments, except those headed by other elected officials. In that manner, the County Executive appoints and supervises all department heads.

Elected Officials, their deputies, Department Heads who are appointed by the County Executive, some administrative staff and part time employees are non-represented employees subject to provisions of the Bay County Personnel Policy. In addition Bay County has the following 12 collective bargain agreements represented by various unions or associations:

- Bay County Associations of Managers, Professionals and Supervisors (BCAMPS)
- Bay County Sheriff's Department Correctional Facility Officers – Police Officers Association of Michigan (POAM)
- 18th Judicial Circuit Court – Governmental Employees Labor Council (GELC)
- Bay County 911 Dispatchers - Governmental Employees Labor Council (GELC)
- 74th Judicial District Court – American Federation of State, County and Municipal Employees Council (AFSCME)
- Bay County Public Health Registered Nurses Organization
- Part Time Correctional Facility Officers – PBT Officers Teamsters
- Bay County Sheriff Road Patrol Deputies – Police Officers Association of Michigan (POAM)
- Bay County Sheriff's Deputies Supervisory Unit -Police Officers Labor Council (POLC)
- United Steelworkers 15157-10 Full Time
- United Steelworkers 15157-13 Part Time
- United Steelworkers 15157-12 Probate Court

The workforce is made up of approximately 400 full time employees, 93 part time employees, 6 on-call employees and between 100-125 seasonal employees. Each union and/or association has their own pay scales in addition to a pay scale for non-represented employees. The last classification and compensation study was performed in the mid-1980s; the last adopted classification and compensation program adopted by the Board was in the mid-1970s. Of the approximately 625 positions, there are roughly 300 positions which require evaluation for an updated classification and compensation study. These positions are a combination of full time, part time, on call, elected, appointed, non-represented and union positions.

The current adopted wage and salary program uses a point-factor classification plan to classify positions within the associated wage scale. The plan classifies individual positions based upon the following factors:

- **Managerial Classifications**

Preparation and training, experience required, decision making, responsibility for policy development, planning and analysis, contacts with others, characteristics of subordinate population, adverse working conditions

- **Professional Classifications**

Preparation and training, experience required, independent judgement and consequence of errors, analytical ability, mental/visual strain, contacts with others, work of others, responsibility for welfare of others, adverse working conditions

- **Technical, Office, Paraprofessional, and Service Classifications**

Preparation and training, work experience, independent judgement and consequence of errors, public relations, mental/visual effort, work of others, responsibility for welfare of others, adverse working conditions, physical effort, hazards

An estimated list of the positions to be evaluated has been included as Exhibit A.

For more detailed information about Bay County, including labor agreements, please refer to our website at:

<http://www.baycounty-mi.gov/Personnel/>

I. SCOPE OF SERVICES

The evaluation required is to include a comprehensive analysis and evaluation of all “permanent year round” jobs within the County to ensure that positions and classifications are properly placed and compensated within that structure. The evaluation should include:

1. Review of each position’s relative worth within the organization (internal equity) and for establishment of pay ranges, including but not limited to updating existing job descriptions.
2. Comparison and analysis of salaries, wages and benefits of like or similar jobs (external equity) in comparable government entities and private employers in the Bay County area for which the municipality competes for labor supply.
3. Review of all job descriptions and recommendations on necessary changes.
4. Meetings with management to discuss any specific concerns with respect to development of a compensation and classification plan. The County desires meaningful participation of management personnel in the compensation/classification process.
5. Presentation(s) of findings and recommendations before the Board of Commissioners and County Executive.
6. Assisting the County as needed in communicating proposed wage structure changes to employees as well as developing guidelines and updates to policies.
7. A comprehensive final report that includes an overview of the methodology used; comprehensive comparable data related to employee wages and benefits; an analysis of the County’s current salary and benefit structure and programs; and related findings and recommendations. The consultant will be responsible for producing and printing any required reports and such reports will be provided in hard copy and in an electronic format as determined by the County.
8. Support during implementation phase if necessary.
9. Training to the Personnel Department staff and Department Heads to ensure that skills, knowledge and methodology used in this evaluation are transferred so that the final plan can be maintained.

Additionally, the classification/compensation and position evaluation system to be developed as the product of this scope of services must adhere to the following basic elements and characteristics:

1. Must meet all legal requirements, be nondiscriminatory, and provide for compliance with all pertinent federal, state, and local requirements.
2. The system must be easy for management to administer, maintain, and defend.
3. The system must easily accommodate organizational change.
4. The system should be based upon sound compensation principles in which both internal and external equity are considered within the pay structure as well as the concept of equal pay for equal work, equal pay for similar work, and equal pay for comparable work.
5. The system must address pay compression.
6. The system should provide for new positions to be incorporated into the compensation plan as well as appropriate adjustments to maintain the pay plan's competitiveness.

II. MINIMUM QUALIFICATIONS

Consultant must have on staff key personnel that will be assigned to the County with the following experience:

1. At least seven (7) years of experience with job evaluation and analysis and the collection of wage and salary data for Classification and Compensation studies for the public sector, multiple union employers which also include non-union personnel.
2. Completed at least three (3) job evaluation and analysis projects of a similar scope for large (250 or more employees), public sector, unionized employer within the last five years.

III. CONTENTS OF SUBMISSION PACKAGE

1. Project approach and work plan (**LABEL ATTACHMENT A**)
 - a. Include complete description of the Consultant's proposed approach and methodology for the project, including details on the point-factor system that you will use to complete the project.
 - b. Submit a detailed work plan, including a proposed schedule for each phase of the project, which discusses how you plan to accomplish the Scope of Work as described in the RFP. This section of the proposal should contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project.
 - c. Describe the delivery of this project including how this project will be monitored, measured, and reported to the County.
 - d. Identify any potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks and how these risks would be reported to the County.

2. Project time frame **(LABEL ATTACHMENT B)**

Provide an estimated time frame in terms of when the project can be started after the contract has been approved and approximately how long the project will take for completion. The County understands there are many factors that play into this, however desires an estimated time frame for completion.

3. Experience and Qualifications **(LABEL ATTACHMENT C)**

- a. Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
- b. Name, address, principal place of business, telephone and fax numbers, email address of legal entity or individual with whom contract would be written.
- c. Indicate the experience the Consultant and any subcontractors have that relates to their ability to provide the services as required for this RFP, especially with respect to their ability to provide the services as required to developing Classification and Compensation Systems and Programs for unionized (multiple unions), public and large employers (250 or more employees).
- d. Identify key personnel, including subcontractors, who will be assigned to the County, indicating responsibilities and qualifications of such personnel. Include who within the firm will have the primary responsibility of oversight and final authority for the work.
- e. Please disclose any conflicts or perceived conflicts of interest with County employees, Board of Commissioners, County elected officials, or current County vendors. Provide who the conflict would be with and specifically what the conflict may be.

4. References **(LABEL ATTACHMENT D)**

Please include three (3) references. Information must include size of project, time to complete the project.

- 5. Each bidder is required to accompany their formal proposal with a written sworn statement affirming they have not been a party to a collusive agreement. **(SEE ATTACHMENT E)**
- 6. Please include a sample Compensation and Classification Study.

IV. FEES (Please place in a separate sealed envelope ~ only one copy is required)

Identify the total cost, in U.S. dollars, to be charged for performing the services necessary to accomplish the objectives of the contract. The proposal should specify the number of meetings anticipated and also include an hourly cost for additional meetings plus travel expenses per meeting.

V. GENERAL INFORMATION

- 1. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by Frances Moore. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential bidders by e-mail.

2. CONTACT INFORMATION: To receive these communications, possible bidders are asked immediately to send contact information by email to Frances Moore, Bay County Purchasing Agent, at mooref@baycounty.net; failure to do so may limit your ability to submit a complete, competitive Proposal.
3. RIGHT TO WITHDRAW BIDS: By submitting a Proposal in response to this RFP, Bidder agrees to be bound by this RFP's terms and conditions. Proposals may be withdrawn by the Bidder without penalty at any time before notification that the Bidder's Proposal has been selected. However, if the Bidder withdraws after selection of its Proposal but before executing the Contract for any reason ("Late Withdrawal"), Bidder shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Proposal ("Liquidated Damages"). The County and Bidder intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Proposal would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Bidder's payment of the Liquidated Damages shall be Bidder's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Bidder's Proposal.
4. RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. TAX-EXEMPT STATUS: Bay County is a tax-exempt entity. The successful bidder will receive a tax-exempt form.
6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, Bay County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.
7. RESPONSIBILITY: Bidder is solely responsible for ensuring its bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7TH Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. INSURANCE: The Bidder shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Bidder's services related to this RFP and any resultant contract, whether such service be by the Bidder individually or by any subcontractor or by anyone directly or indirectly employed Bidder, or by anyone for whose acts Bidder may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
 - a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;

- b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;
- c. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Bidder's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and mandatory \$1,000,000 annual aggregate;

Professional liability coverage (error and omissions) with limits of liability of \$1,000,000 claim applicable to this retention.

Insurance required shall be in force until acceptance by the County of the entire completed work, and shall be written for not less than any limits of liability specified above. The Bidder has the responsibility of having any subcontractor comply with these insurance requirements. Certificates of insurance, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverages shall be with insurance carriers licensed and admitted to do business in Michigan, and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and

"It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

9. COST OF DEVELOPING PROPOSAL: The Respondent shall be responsible for all costs incurred in the development and submission of its Proposal.
10. PROPOSAL DELIVERY: To be considered, the Proposal must be delivered and a sealed envelope and be clearly marked "**Bay County Compensation and Classification Study**" and contain five (5) copies of that portion of the proposal including all attachments. Only one (1) sealed envelope shall be submitted sealed and clearly marked "**FEE SCHEDULE.**"

The County will not accept proposals sent by FAX machine or E-mail.

11. NON-DISCRIMINATION: In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or

indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. PROPOSAL OPENING: There will be a public proposal opening immediately following the deadline to receive proposals in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All bidders are invited to attend and hear the proposals read.
13. PROPOSAL REJECTION/ACCEPTANCE: The County reserves the right to accept or reject any or all proposals, to waive any irregularities and to make the final determination as to the best low qualified proposal.
14. PROPOSAL AWARD: In the event the bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all bidders of her intent to award the bid to the vendor providing the best value to the County. If a bidder disagrees with this intent, the bidder may obtain from the Purchasing Office, a bid protest form, which must be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Finance Department Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, (989) 895-4037 within ten (10) working days from the date of the notice of intent to award.
15. CONTRACT: The County's award of this proposal is conditioned upon the execution of a formal agreement for products and services between the selected bidder and the County. In submitting a proposal, bidder acknowledges that contents of this RFP will become incorporated within any formal agreement. This RFP does not include every term and condition which shall appear in the formal agreement. In the event that the bidder does not execute the formal agreement within the stated time limit, the County may reject the selected bidder and proceed to accept another qualified proposal, or reject all proposals. A copy of a bidder's suggested terms and conditions may be submitted with bidder's Proposal, however, neither the County's acceptance of any proposal nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Bidder's suggested terms and conditions. In the event of a conflict of terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of this RFP, and last, the Bidder's Proposal.
16. QUESTIONS: All questions about this RFP must be directed **in writing, via email**, to:

Frances Moore
Purchasing Agent
mooref@baycounty.net

Under no circumstances will phone calls be accepted.

Responses to any inquires will be issued in one (1) Addendum no later than October 20, 2017 and will be sent to all known bidders. Every attempt to answer your inquiries will be made however Bay County has the right to not answer any questions received after the October 13, 2017 due date.

Correspondence or inquiries made directly to bidders regarding their proposals from all other persons are to be directed to those County employees designated above for appropriate review and response. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective proposers to submit their proposals. Any information given to a prospective bidder concerning the Request for Proposal will be furnished to all prospective bidders as an amendment or addendum to the Request for Proposal, if such information would be of significance to uninformed bidders. The County shall make the sole determination as to the significance to uninformed bidders.

17. DISPUTES: In the event a proponent disagrees with the recommendation of the Bay County Finance Officer concerning this award, the individual may obtain from the Purchasing Division a Bid Protest Form which may be completed and returned to Frances Moore, Bay County Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-4037, within ten (10) working days of the Notice of Bid action.

VI. ADA ASSISTANCE

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Davis-Johnson
Corporation Counsel
Bay County Building
515 Center Avenue
4rd Floor
Bay City, MI 48708-5128
Telephone (989) 895-4131
TDD (989) 895-4049

Frances Moore, Purchasing Agent
Finance Department, Purchasing Division
Bay County Building
515 Center Ave
7th Floor
Bay City, MI 48708-5128
Telephone: (989) 895-4037
FAX Number: (989) 895-4039
Email: Mooref@baycounty.net

THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH THE BAY COUNTY PURCHASING POLICY AS FOUND ON THE BAY COUNTY WEBSITE
www.baycounty-mi.gov

ESTIMATED LISTING OF POSITIONS BEING EVALUATED

911 Central Dispatch Director	911 Central Dispatch Secretary	Abuse Life Management Worker
Account Clerk III – Various Depts.	Account Analyst	Account Clerk – Various Depts.
Account Clerk II – Various Depts.	Account Clerk IV – Various Depts.	Account/Case Specialist
Administrative Aide Various – Courts	Administrative Assistant – Various	Administrative Secretary – County Executive
Animal Control Manager	Animal Control Officer	Appraisal Aide
Appraiser II	Assigned Counsel Coordinator	Assistant Corporation Counsel
Assistant Circuit Court Administrator	Assistant Crime Victim Coordinator	Assistant Director – 911
Assistant Director Friend of the Court	Assistant Finance Officer	Assistant Prosecuting Attorney
Board of Commissioners Coordinator	BSN/IAP Nurse Part-time	Building Maintenance Supervisor
Business Process Analyst	Business Services Manager – Clinic	Civic Arena Concession Team Leader
Civic Arena Concessions Clerk	Civic Arena Office Supervisor	Civic Arena Pro Shop Clerk
Civic Arena Scorekeeper	Civic Arena Skate Guard	Civic Arena Supervisor in Charge
Civic Arena Zamboni Driver	Civic Arena Zamboni Team Leader	Captain/Jail Administrator
Carpenter	Case Manager Part Time	Case Management Worker
Chief Assignment Clerk – Probate Court	Chief Assistant Prosecuting Attorney	Chief Defense Attorney – Public Defender
Child Support Systems Manager	Circuit Court Recorder/Secretary	Circuit/District Court Administrator
Circuit Judicial Secretary	Civic Arena – General Laborer	Civil Engineer
Clerk – District Court	Clerk/Stenographer District Court	Clinic Coordinator
Community Corrections Coordinator	Community Health Educator	Community Health Educator/Analyst
Community Out Reach Production Coordinator	Community Center Attendant	Community Service Worker – Probate Court
Cook – Jail (F/T & P/T)	Cook – Department on Aging (F/T – P/T)	Cook/Driver juvenile Home
Corporation Counsel	Court Clerk	Crime Victims Coordinator
Intake Officer	Custodial Supervisor	Custodian (F/T – P/T) – Various Locations
Day Treatment Assistant	Day Treatment Case Manager	Deputy Court Clerk
Deputy Clerk Friend of the Court	Deputy County Treasurer	Deputy County Clerk
Deputy Court Clerk	Deputy Register – Probate Court	Deputy Register of Deeds
Director – Criminal Defense	Director Recreation & Facilities	Director – Juvenile Detention
Dispatcher	District Court Probation Officer	District Court Recorder/Secretary
Department on Aging – Director	Department on Aging – Lead Cook	Drain Commission Administrative Secretary
Drain Maintenance	Department on Aging Driver	Drug Court Case Manager
Electrician	Emergency Management Coordinator	Emergency Preparedness Manager
Enforcement Analyst – Friend of the Court	Environmental Affairs/Community Development Director	Environmental Health Manager
Equalization Director	Equipment Operator I	Family Evaluator
Family Law Attorney	Finance Officer	Financial Technician
Food Service Manager – Jail	Friend of the Court Hearing Officer	Friend of the Court
Gender Services Assistant	Gender Service Coordinator	Green Superintendent

Grounds Coordinator	Gypsy Moth Coordinator	Gypsy Moth Field Assistant
Health Aid Full Time	Homemade Service Worker	Housing Director
IMM/AIP Nurse Part Time	In Home Service Manager	In Home Worker Part Time
Information Services Division Manager	Information Services Division System Administrator	Juvenile Home Supervisor
Juvenile Court Register	Kitchen Aide (Various Positions)	Kitchen Assistant
Lab Coordinator	Lab Technician	Laboratory Director
Law Clerk/Staff Attorney	Lead Animal Control Officer	Lead Equipment Operator
Legal Contract Coordinator	Legal Secretary (F/T – P/T)	Legal Stenographer (Various Departments)
Legislative/Financial Analyst	Magistrate/Referee	Maintenance – Various Locations
Maternal/Child Services Director	Mechanic	Medical Technician
Mosquito Control Supervisor	Mosquito Control Director	Nutrition Service Manager
Nutritionist WIC	On Call Department on Aging Driver	On Call In Home Worker
On Call Day Treatment	Operations Manager	Outreach Worker
Park Ranger	Payroll Clerk	Personnel Director
Preliminary Breath Tester	Pre-Trial Specialist	Probate Family Counselor
Probate Off-Guardian Investigator	Personnel Clerk	Probate Court Administrator
Probate Court Recorder/Secretary	Probation Officer	Program Supervisor Mosquito Control
Program Event Manager	Programmer/Analyst	Case Manager Part-Time
Community Health Educator	Family Evaluator	Grant Coordinator
Judicial Secretary	Staff Accountant	Public Health Nurse (F/T – P/T)
Public Health Nurse BSN	Public Health Director	Purchasing Agent
Recreation Coordinator	Recreation Assistant/Account Clerk	Records Specialist
Recreation Manager	Register of Probate	Registered Dietician
Retirement Administrator/Accountant	Sanitarian (Various Grades)	Screening Tech
Secretary to the County Clerk	Secretary (Various Departments/Grades)	Senior Center Director
Senior Program Coordinator	Department on Aging Site Manager	Social Worker
Senior Enforcement Case Manager	Senior Enforcement Specialist	Senior Family Evaluator
Senior Family Evaluator	Senior Financial Case Manager	Staff Accountant (Finance/Drain/Treasurer)
Staff Attorney Criminal Defense	Staff/Grant Accountant	911 Central Dispatch Supervisor
Technical Services Coordinator	Transportation/Geographic Information Systems	Typist Clerk (Various Departments/Grades)
Undersheriff	Vision Hearing Technician	Wellness Coordinator
WIC Coordinator	Youth Development Worker (F/T – P/T)	

CERTIFICATION

The individual signing below certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was solely developed and prepared without any collusion with any competing Proposer and/or Bay County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing proposer prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____