

**RESOLUTION NO. 19-30**

A RESOLUTION OF THE KITSAP TRANSIT BOARD OF COMMISSIONERS AUTHORIZING KITSAP TRANSIT STAFF TO AWARD THE BID FOR A NON-REPRESENTED EMPLOYEE COMPENSATION STUDY

**WHEREAS**, Kitsap Transit used a competitive Request For Proposal (RFP) process to obtain bids for the purposes of conducting a non-represented employee compensation study for its approximately one-hundred thirty (130) non-represented employees; and

**WHEREAS**, Kitsap Transit received three (3) responsive bids by the deadline of March 12, 2019; and

**WHEREAS**, staff conducted an analysis of those three (3) bids, attached and incorporated by reference herein as Exhibit A; and

**WHEREAS**, the analysis shows the successful bidder to be Gallagher in an amount not to exceed forty-five thousand dollars (\$45,000) and Kitsap Transit staff now recommends awarding the bid to that firm.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby authorizes staff to award the bid for the purposes of conducting a non-represented employee compensation study to Gallagher, in an amount not to exceed forty-five thousand dollars (\$45,000).

**ADOPTED** by the Kitsap Transit Board of Commissioners at a regular meeting held on the 2<sup>nd</sup> day of April, 2019.



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Kol Medina, Chairperson

ATTEST:



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Jill A. Boltz, MMC  
Clerk of the Board



## MEMORANDUM

**DATE:** March 22, 2019

**TO:** Jeff Cartwright

**FROM:** Patrick Rogers

**SUBJECT:** Recommendation to Award- Classification and Compensation Study

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On February 25, 2019, Procurement Staff released Request for Proposals; KT 19-634 Classification and Compensation Study. On March 12, Kitsap Transit received three (3) proposals in response to this solicitation. After evaluation of the proposals, Gallagher Human Resources and Compensation Consulting (Gallagher) was determined to be the "best value" based on criteria score and pricing offered.

Procurement Staff conducted a price analysis and determined that the pricing is deemed fair and reasonable.

Procurement Staff has completed the responsiveness and responsibility checks and has deemed Gallagher responsive and responsible. It is my recommendation that Gallagher be awarded the KT 19-634 Classification and Compensation Study project in the amount of \$45,000.

If you have any questions, please contact me at 360-479-6960.

Sincerely,

Patrick Rogers  
Purchasing Coordinator

Proposal Tabulation Form  
KT 19-634 Compensation Study

	Evaluator #1	Evaluator #2	Evaluator #3	Average Score	BAFO Weighted Score		Original Offered Price	BAFO Weighted Score Price
Proposers								
Gallagher						Gallagher		
Criteria 1 score	250	290	270	270.00000				
Criteria 2 score	150	195	190	178.33333				
Criteria 3 score	80	140	190	136.66667		BAFO	\$ 45,000.00	200
Criteria 4 score	200	125	175	166.66667				
					615.00000			
Segal Waters						Segal Waters		
Criteria 1 score	270	270	210	250.00000				
Criteria 2 score	175	180	150	168.33333				
Criteria 3 score	200	190	175	188.33333		BAFO	\$ 65,000.00	138.4615
Criteria 4 score	200	200	180	193.33333				
					611.66667			
Springsted						Springsted		
Criteria 1 score	200	250	120	190.00000				
Criteria 2 score	130	100	100	110.00000				
Criteria 3 score	175	100	100	125.00000		BAFO	\$ 45,300.00	198.6755
Criteria 4 score	200	100	100	133.33333				
					433.33333			
	BAFO Weighted Score		BAFO Price Score		Total BAFO Score			
Gallagher	615.00000		200.00000		815.00000			
Segal Waters	611.66667		138.46154		750.12821			
Springsted	433.33333		198.67550		632.00883			

Weight Score for Price = lowest price/ offered price x total points 200  
Criteria #1 Experience and Qualification has 300 possible points  
Criteria #2 Past Performance 200 possible points  
Criteria #3 Project Approach and Methodology has 200 possible points  
Criteria #4 Timeline of Completion has 200 possible points