



# ARIZONA FIRE & MEDICAL AUTHORITY

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## REQUEST FOR QUOTE (RFQ)

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### Classification and Compensation Study Services

Arizona Fire & Medical Authority (AFMA) is seeking quotes from qualified consultants to conduct a comprehensive Classification and Compensation Study. The study will focus on evaluating current classifications, compensation structures, and pay equity within the Authority. The selected consultant will assess the internal equity and external competitiveness of AFMA's compensation plan and make recommendations for improvements.

### SECTION 1 – BACKGROUND

Arizona Fire & Medical Authority serves multiple communities in Arizona, providing fire protection, emergency medical services, and community safety. The Authority aims to offer competitive compensation packages to attract and retain top talent. Currently, AFMA employs approximately 300 full-time personnel. Roughly 250 of these employees fit within five classifications, firefighter, fire engineer, fire captains, emergency medical technicians, and certified emergency paramedics.

### SECTION 2 – OBJECTIVES

The primary objectives of this study are to:

1. Match/compare AFMA's positions to comparable positions at comparable municipalities and organizations.
2. Provide competitive salary ranges (at the 75<sup>th</sup> percentile) for AFMA's job classifications.
3. Ensure reasonable accuracy of job descriptions to the duties being performed.
4. Place existing job descriptions into an updated/modern format.
5. Ensure positions with similar levels of responsibility and complexity are classified together.
6. Address any existing pay compression issues and propose solutions.



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7. Ensure compliance with applicable legal and regulatory standards such as ADA, FLSA, and EEO.
8. Make general recommendations on best practices.

## SECTION 3 – SCOPE OF WORK

The consultant shall perform the following tasks:

1. Conduct a thorough review of all job classifications to determine internal equity and market competitiveness.
2. Design and distribute internal position description questionnaires for data collection.
3. Conduct interviews and/or job audits with employees and supervisors (as deemed necessary by the consultant).
4. Analyze the current salary structure and recommend updates based on market data and internal equity.
5. Propose appropriate classification and salary ranges for all positions, and address any pay compression issues.
6. Potentially Assist with updating job descriptions into a modern template, reflecting essential functions, qualifications, and working conditions (quote as separate item).
7. Make general recommendations throughout the process as appropriate.

## SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS

**Proposals must include the following information, clearly organized:**

1. Introductory letter detailing the consultant's qualifications and experience with similar projects.
2. A work plan and timeline.
3. Resumes of the key personnel who will be involved in the study.
4. A list of at least three references from similar projects.
5. A cost estimate, including a breakdown of fees for each service provided.
6. A summary of the consultant's commitment to diversity, equity, and inclusion practices.



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## SECTION 5 – COMPENASATION AND PAYMENT

1. AFMA will pay the Consultant following submission of itemized invoice(s) for the services rendered. No payment shall be issued prior to receipt of material or service and correct invoice. Each itemized invoice must bear a written certification by an authorized AFMA representative, confirming the services for which payment is requested have been performed.
2. AFMA's policy is to pay invoices within Net 30 days. If the Consultant offers a prompt payment discount, please indicate the terms of such in the response to this RFQ.

## SECTION 6 – EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience with similar classification and compensation studies for similar employers.
2. Proposed methodology and work plan.
3. Ability to meet deadlines and project timelines.
4. Cost competitiveness and transparency.
5. References and past performance on similar projects.

## SECTION 7 – TERM AND RENEWAL

1. By nature of accepting an RFQ, AFMA agrees to the timeline provided by the Consultant and considers that the term of the agreement. If the Consultant goes beyond the timeline for the project as outlined in their response and any subsequent agreement, the parties agree that there will be no additional charge to AFMA beyond what was agreed upon.
2. AFMA is not including renewal provisions at this time, but AFMA may continue to contract with the Consultant on an annual basis for updated compensation studies, at its discretion, if both parties are in agreement and reach a deal.

## SECTION 8 – TIMELINE

The anticipated timeline for this RFQ process is as follows:

1. RFQ Issue Date: November 14, 2024



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2. Deadline for Submission: December 13, 2024
3. Review of Submissions: December 16-17, 2024
4. Consultant Selection: December 19, 2024
5. Consultant delivers compensation analysis (item #1) by January 30, 2025
6. Consultant delivers remainder of project requirements by March 27, 2025

## **SECTION 9– SUBMISSION DETAILS**

All proposals must be submitted electronically to Xavier Frost. Submissions are due no later than December 13, 2024. Any proposals received after this time will not be considered. For any questions or clarifications regarding this RFQ, please contact Xavier Frost, Interim HR Director at 623-544-5400

## **SECTION 10 – INSURANCE**

1. The Consultant agrees to obtain coverage as stated below and maintain coverage throughout the life of the contract.
  - a. Commercial General Liability
  - b. Commercial Automobile Liability (if Consultant drives as part of fulfilling the contract)
  - c. Workers' Compensation
  - d. Professional Liability (Errors and Omissions)

## **SECTION 11 – ENFORCEMENT, LAWS, AND ORDINANCES**

This agreement shall be enforced under the laws of the State of Arizona. Each party must comply with all applicable federal, state, county, and AFMA policies and regulations. The Consultant shall ensure Consultants obligation regarding payment of all taxes, licenses, permits, and other expenses of any nature associated with the provision of services herein.

## **Section 12 – STANDARD TERMS AND CONDITIONS**

1. **ADVERTISING:** Consultant shall not advertise or publish information concerning any agreement/contract with AFMA without prior written consent of AFMA management.
2. **AMERICANS WITH DISABILITIES ACT:** The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101, et seq.) and applicable Federal regulations under the Act.



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3. **Applicable Law:** The contract shall be governed by, and the parties may have remedies with, applicable local and state laws, including procurement laws.
4. **ASSIGNMENT-DELEGATION:** No right or interest in this Contract shall be assigned by the Consultant without prior written permission of AFMA, and no delegation of any duty of the Consultant shall be made without prior written permission of AFMA management. AFMA shall not unreasonably withhold approval and shall notify the Consultant of AFMA's position by written notice.
5. **COMMENCEMENT OF WORK:** The Consultant is cautioned not to commence any billable work or provide any material or service until the Consultant and Consultant have signed a contract, unless otherwise informed to do so by AFMA management.
6. **CONFIDENTIALITY OF RECORDS:** The Consultant shall establish and maintain procedures and controls that are acceptable to AFMA for the purpose of assuring that no information contained in its records or obtained from AFMA or from others in carrying out its functions under the Contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Contract. Persons requesting such information should be referred to AFMA. Information pertaining to individual persons shall not be divulged other than to employees or officers of Consultant as needed for the performance of duties under the Contract, unless otherwise agreed to in writing by AFMA.
7. **CONTRACT:** The Contract shall contain the entire agreement between AFMA and the Consultant relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.
8. **EXCLUSIVE POSSESSION:** All services, information, computer program elements, reports and other deliverables created under this Contract are the sole property of AFMA and shall not be used or released by the Consultant or any other person except with prior written permission by AFMA.
9. **FORCE MAJEURE:** Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance is prevented by reason of Force Majeure. The term "Force Majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force Majeure shall not include late performance by a sub-Consultant unless the delay arises out of a Force Majeure occurrence in accordance with this Force Majeure term and condition. If either party is delayed at any time in the progress of the work by Force Majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practical, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand-delivered or mailed certified-return receipt and shall



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make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract

10. INDEMNIFICATION: To the fullest extent permitted by law, Consultant, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless AFMA, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Consultant relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Sub-Consultant or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Consultant's and Sub-Consultant's employees. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. The Consultants agrees to waive all rights of subrogation against AFMA, its agents, representatives, officers, directors, officials, employees and volunteers for losses arising from the work performed by the Consultant for AFMA. Consultant is responsible for compliance with the Patient Protection and Affordable Care Act (ACA), for its employees in accordance with 26 CFR §54. 4980H. Additionally, Consultant is responsible for all applicable IRS reporting requirements related to ACA. If Consultant or any of Consultant's employees is certified to AFMA as having received a premium tax credit or cost sharing reduction which contributes to or triggers an assessed penalty against AFMA, or Consultant fails to meet reporting requirements pursuant to section 6056 resulting in a penalty to AFMA, Consultant indemnifies AFMA from and shall pay any assessed tax penalty.
11. INSPECTION AND ACCEPTANCE: All material or service is subject to final inspection and acceptance by AFMA. Material or service failing to conform to the specifications of this Contract shall be held at the Contractor's risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor. Noncompliance may be deemed a cause for possible Contract termination.