



Parish of Ascension

KENNY MATASSA
PARISH PRESIDENT

MEMORANDUM

Date: May 31, 2016

To: Honorable Kenny Matassa, Parish President
Honorable Teri Casso, Councilwoman District 8**
Honorable Oliver Joseph, Councilman District 1
Honorable Bill Dawson, Councilman District 2
Honorable Travis Turner, Councilman District 3
Honorable Daniel Satterlee, Councilman District 4
Honorable Dempsey Lambert, Councilman District 5
Honorable Randy Cloutre, Councilman District 6
Honorable Aaron Lawler, Councilman District 7
Honorable Todd Lambert, Councilman District 9
Honorable John Cagnolatti, Councilman District 10
Honorable Benny Johnson, Councilman District 11

Approved Finance Committee

6 / 13 / 16

Approved Parish Council

6 / 16 / 16

Posted AP HELP Desk

6 / 17 / 16

From: Joan Shivers, Purchasing Director

Re: Consulting Services for a Study of the Ascension Parish Government Compensation Plan (RFP)

On April 21, 2016 the Purchasing Department received three (3) proposals for the Selection of Consulting Services for a Study of the Ascension Parish Government Compensation Plan.

The proposals were received from (sorted by ranking):

	Score	Ranking
SSA Consultants	403	1
Management Advisory Group International, Inc.	317	2
K & SJ, LLC	231	3

After review the Non-Engineering Selection Committee recommends, accepting the proposal submitted by SSA Consultants and to authorize the Parish President to begin contract negotiations for this service.

Cheryl Kinch
Requesting Department

5/31/2016
Date

Attachments

Advertised: The Weekly Citizen The Chief The Advocate www.centralauctionhouse.com/rfp.php?cid=69

Non Engineering Professional Selection Committee

Consultant Services for a Study of the Ascension Parish Government Compensation Plan

May 5, 2016

Project: Discussion of RFP for Consultant Services for a Consultant Services for a Study of the Ascension Parish Government Compensation Plan

Present: Chairman-Ken Dawson (CAO), Celeste Harris (Finance), Cheryl Kinchen (Project Manager), Brandon O'Deay (Technology), Kyle Gautreau (Chief of Staff), Cynthia LeBlanc (Purchasing Department) and Kemlyn Bailey Lomas, recording secretary.

Public Comment Period: No one wish to speak during the public comment period.

General Discussion:

Chairman, Ken Dawson began the meeting with an open discussion regarding each proposal received. The scope of work along with the requirements of the Request for Proposal (RFP) was explained to all attendees.

There were three 3 respondents to the RFP – SAS Consultants, SK & SJ, LLC, and Management Advisory Group International, Inc.

The committee briefly discussed the three 3 proposals.

Consideration of Proposals and Grading of applicants

After discussion, the members verbally gave their graded scores of each applicant's proposal.

Tally of Final Score Card and Announcement of Winner

Kemlyn Bailey Lomas, recording secretary collected the score cards and tallied the scores.

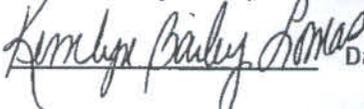
The scores were announced SAS Consultants scored 403, SK & SJ, LLC scored 231, and Management Advisory Group International scored 317.

A motion was made by the Chairman, and seconded by Brandon O'Deay to accept SAS Consultants, as the successful bidder for this project.

The Chairman made a motion to have the Purchasing Director place this acceptance on the next appropriate committee agenda. Cheryl Kinchen seconded the motion and having no objection the motion passed.

The meeting adjourned at 3:30 p.m.

Motion to Adjourn by the Chairman and seconded by Cheryl Kinchen. Having no objection the motion passed

 Date 5/27/2016

Kemlyn Bailey Lomas, Recording Secretary

Consultant Services for a study of the Ascension Parish
 Project Name: Government Compensation Plan

Date: 5/5/2016

Selection Committee Score Cards Results

Committee Members	Ken Dawson Chairman	Cheryl Kinchen Project Manager	Gwen LeBlanc Finance	Kristi Anderson Human Resources	Thomas Pearce General Manager	
SSA SAS Consultants	81	80	85	83	74	403
Management Advisory Group International, Inc.	68	68	78	71	32	317
K & SJ, LLC	62	33	36	76	24	231

Score Received and Recorded



Parish of Ascension

www.ascensionparish.net

KENNY MATASSA
ASCENSION PARISH PRESIDENT

REQUEST FOR PROPOSALS

Request for Proposals will be received by Ascension Parish Government at the Ascension Parish Government Purchasing Office, 615 E. Worthey Street, Gonzales, Louisiana 70737 (mailing address PO Box 2392, Gonzales, LA 70707-2392) until, April 21, 2016, at 4:00 p.m. local time for the following:

Consultant Services for a Study of the Ascension Parish Government Compensation Plan

The Parish of Ascension is seeking proposals from qualified companies to develop a compensation program tailored to meet specific objectives including but not limited to: Collecting Background Data, Design, and Administer a Job Analysis Questionnaire, Conduct Custom Salary Survey, and Job Benchmarking and Analysis.

Each submission must contain one original, four copies (one copy must be unbound).

Specifications may be obtained at the Ascension Parish Government, Purchasing Department located at 615 E. Worthey Street, Gonzales, Louisiana. Electronic Bids are accepted at Central Bidding. Central Bidding can be accessed at <http://www.centralauctionhouse.com>. "Official" Bid Documents/Specifications are available at Central Bidding. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814."

The Parish of Ascension reserves the right to disqualify any Bid , response to a Request for Qualifications, or Request for Proposals if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana.

Ascension Parish Government reserves the right to reject any and all bids/proposals for just cause.

ASCENSION PARISH GOVERNMENT
KENNY MATASSA, PARISH PRESIDENT

ADVOCATE - Please publish 03/24, 03/31, 04/07
CHIEF - Please publish 03/24, 03/31, 04/07
WEEKLY- Please publish 03/24, 03/31, 04/07

Sign In

5-5-2016

Cynthia LeBlanc - Purchasing

Cheryl Kucher - Human Resources

Paul Oly - IT

Kev Dawson Admin.

Collette Harris - Finance

Kyle Gortreou - Admin

Kemlyn Bailey Area Admin.

Notice

Ascension Parish Non Engineering Professional Selection
Committee Meeting

Consultant Services for a study of the Ascension Parish Government
Compensation Plan

Thursday

May 5, 2016

At 3:00 PM

Location: Ascension Parish Governmental Complex

Executive Conference Room

615 E. Worthy Street

Gonzales, LA 70737