

**NOTICE OF SPECIAL MEETING  
OF THE ADMINISTRATION AND  
LEGAL COMMITTEE**

A Special Meeting of the Administration and Legal Committee is scheduled for Tuesday, October 24, 2017, beginning at 6:15 p.m. in the

Council Chambers located at the  
Village Hall of Tinley Park  
16260 South Oak Park Avenue  
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto and can be found at [www.tinleypark.org](http://www.tinleypark.org).

Kristin A. Thirion  
Clerk  
Village of Tinley Park

**NOTICE OF A SPECIAL MEETING OF THE  
ADMINISTRATION & LEGAL COMMITTEE**

Notice is hereby given that a special meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:15 p.m. on Tuesday, October 24, 2017, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE SPECIAL ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON SEPTEMBER 26, 2017.
3. DISCUSS RFQ FOR AGENDA MANAGEMENT WITH CITIZEN PARTICIPATION.
4. DISCUSS APPOINTMENTS.
5. DISCUSS POSSIBLE AMENDMENTS TO ORDINANCES REGARDING APPOINTMENTS INCLUDING CHAPTER 32 SECTION 32.096 OF THE TINLEY PARK MUNICIPAL CODE.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Administration and Legal Committee**  
**September 26, 2017 – 6:00 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: M. Pannitto, Chair  
C. Berg, Village Trustee  
M. Mangin, Village Trustee

Members Absent: None

Other Board Members Present: None

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
S. Neubauer, Police Chief  
L. Mason, Deputy Police Chief  
D. Maiolo, Acting Human Resource Director  
S. Burnell, Interim Assistant Human Resource Director  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The meeting of the Administration and Legal Committee Meeting was called to order at 6:01 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON SEPTEMBER 19, 2017** – Motion was made by Trustee Berg, seconded by Trustee Mangin, to approve the minutes of the Administration and Legal Committee Meeting held on September 19, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

**Item #3 – RECEIVE UPDATE ON COMPENSATION AND BENEFITS STUDY -**

Samantha Burnell presented an update on the Compensation and Benefits Study. The update included the project timeline noting that the Village's current pay structure was developed and implemented in 2006, with various updates and adjustments made throughout the years. A Request for Proposal (RFP) for this study was issued in the summer of 2016 and awarded to Paypoint HR. Raw data was collected by Paypoint HR starting in October of 2016 and distributed in to the Village in April 2017. A report was presented to this committee in June of 2017. Further review of positions and a more in depth analysis of market data has been held over the past two months.

The current pay plan includes two separate pay plans for management and non-management staff in addition to a salary ordinance for various groups of part-time employees. It has eight steps, with two additional merit steps. In equitable salary ranges spread between minimum and maximum rates vary from 30% to 80%. There are several unused pay grades and outdated positions.

The proposed pay plan includes a single pay plan that includes both full and part-time, management and non-management staff. It has fifteen steps with some steps serving as merit steps that require an employee meeting stringent criteria developed and approved by the Village Manager. There is a 60% spread between each pay grade's minimum and maximum rates which provide opportunity for pay

## **Minutes**

### **Meeting of Administration & Legal Committee**

**September 26, 2017**

increases for performance, experience, market rates, cost of living, and career growth. The elimination of unused positions and reclassification of other position to be better suit the needs of the Village are also included.

Staff recommends all non-bargaining employees to receive a 2.5% market wage adjustment with a one-time payment retroactive to May 1, 2017 based on their current hourly rate per the Village's pre-existing pay plan. The estimated cost of the one time retroactive pay is \$375,000 which is currently budgeted. The estimated date of the market wage adjustment is following Village Board approval in early October. After further research Staff will be bringing the implementation proposal for the new pay plan to the Village Board for approval.

Trustee Mangin commented that this new pay plan will be much clearer to employees and a succession plan will be implemented.

Trustee Berg asked job descriptions would be reviewed. Ms. Burnell stated that some would be reformatted not necessarily changed. Trustee Berg asked if there would be a side by side comparison regarding salaries. Ms. Brunell stated yes.

Trustee Pannitto this will be a difficult process with some new job creations, researching merit performance and making sure current employees receive their pay increase.

Motion was made by Trustee Mangin, seconded by Trustee Berg, to recommend to the Village Board awarding the 2.5% pay increase to non-bargaining employees. Vote by voice. Chairman Pannitto declared the motion carried.

#### **Item #4 – RECEIVE COMMENTS FROM THE PUBLIC –**

Michael Paus stated he is pleased with the new plan and hopes the succession plan will elevate the need for consultants. He is also pleased with the residency restriction being lifted.

Diane Galante stated her concerns regarding employees that are being overpaid for their positions according to the study. Trustee Mangin noted that the merit adjustment is part of the new plan and that in time the adjustment will take care of this issue for both employees who are paid to high and paid to low. Trustee Pannitto concurred that it will take time to make these adjustments.

#### **ADJOURNMENT**

Motion was made by Trustee Mangin, seconded by Trustee Berg, to adjourn this meeting of the Administration and Legal Committee. Vote by voice call. Chairman Pannitto declared the motion carried and adjourned the meeting at 6:25 p.m.

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# Interoffice Memo

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**Date:** October 16, 2017

**To:** Trustee Michael Pannitto  
Administration & Legal Committee

**From:** Clerk Kristin Thirion

**Subject:** Request for Qualifications  
Agenda/Minutes Management System with Citizen Participation

In preparation for the 2019 Fiscal Year Budget, a Request for Qualifications has been prepared by the Clerk's Office for the purposes of seeking a qualified firm to provide technology that can assist the Village of reaching its goal to create an Agenda/Minutes Management System that will include Citizen Participation. This system should include the following:

- Ability to allow Citizen Participation in the final agenda packet via the Village Website;
- Automated workflow system to prepare, track, modify, approve and monitor the progress of agenda items;
- Easy to use search function for items no matter where they exist in the agenda process;
- Facilitate easy electronic posting and electronic communication using tablets, smart phones, and other electronic devices;
- Ability to define both unique agenda templates for each meeting type; and
- Ability to facilitate timely creation of minutes.

I would like to request the Administration and Legal Committee's approval to seek qualified candidates to provide technology that would assist the Village in creating an Agenda/Minutes Management System that would include Citizen Participation.



**Village of Tinley Park, Illinois**

**REQUEST FOR QUALIFICATIONS**

RFQ NUMBER 2017-RFQ-010

***Agenda/Minutes Management System with Citizen Participation***

This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a qualified firm to provide Agenda/Minutes Management System with Citizen Participation implementation for The Village of Tinley Park.

**GENERAL REQUIERMENTS:**

Proposers are to submit ten (10) packets, to be opened and evaluated in private. Submit one (1) original plus nine (9) complete copies of the proposals.

**SUBMISSION LOCATION:**

Village of Tinley Park—Clerk's Office  
16250 South Oak Park Avenue  
Tinley Park, IL 60477

**SUBMISSION DATE:**

November 17, 2017 by 4:30 p.m.  
Qualifications received after the time specified will not be opened.

**CONTACT/QUESTIONS:**

Submit questions via email to The Village of Tinley Park, attention Laura Godette, at [lgodette@tinleypark.org](mailto:lgodette@tinleypark.org) or via fax at (708) 444-5099. Questions are required no less than three (3) business days prior to the qualifications opening date. Phone: (708) 444-5000 ex. 5001. Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.

**CONTENTS:**

The following sections, including the cover sheet, shall be considered integral parts of this solicitation:

- \*Notice of RFQ (1 Page)
- \*General Terms and Conditions (3 Pages)
- \*Project Overview (1 Page)
- \*Additional Submission Requirements (2 Pages)

## GENERAL TERMS AND CONDITIONS

- 1. Negotiations:**

The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.
- 2. Confidentiality.**

RFQ's and the responses thereto, are subject to the Illinois Freedom of Information Act.
- 3. Reserved Rights:**

The Village of Tinley Park Reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all RFQ's, and to take any other action determined to be in its best interests. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible responder. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible responder, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible responder.
- 4. Incurred Costs:**

The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
- 5. Award:**

Award will be based on the highest ranked responsive, responsible responder as determined by the Village of Tinley Park. The award, if any, will be based on the Village's determination as to the best-qualified and most cost effective responder.
- 6. Discussion of RFQ:**

The Village of Tinley Park may conduct discussions with any responder who submits a response. During the course of such discussions, the Village shall not disclose any information derived from one RFQ to any other responder.
- 7. Contract Period:**

Time is of the essence. The responder shall be able to devote sufficient resources to this project.
- 8. Responsibility & Default:**

The responder shall be required to assume responsibility for all items listed in this RFQ. The successful responder shall be considered the sole point of contact purposes for this contract.
- 9. Payments:**

Payments shall be made in accordance with the Local Government Prompt Payment Act.
- 10. Interpretations or Correction of Request for Qualifications:**

Responders shall promptly notify the Village of any ambiguity, inconsistency, or error that they may discover upon examination of the RFQ's. Interpretation, correction and changes to the RFQ's will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
- 11. Addenda:**

Addenda are written instruments issued by the Village of Tinley Park prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections.
- 12. Taxes:**

The Village is exempt from paying certain Illinois State Taxes.

**13. Non-Discrimination:**

Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

**14. Insurance: Please submit certificate with your proposal.**

The responders must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of insurance. Insurance in the following types and amounts is necessary:

- **Worker's Compensation Insurance** covering all liability of the Proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act at statutory limits.

- **General Liability:**

<b>General Aggregate Limit</b>	<b>\$2,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$1,000,000</b>

- **Professional Liability** to include, but not limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.

<b>General Aggregate Limit</b>	<b>\$2,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$1,000,000</b>

- **Comprehensive Automobile Liability, Bodily Injury, Property Damage:**

<b>General Aggregate Limit</b>	<b>\$1,000,000</b>
<b>Each Occurrence Limit</b>	<b>\$500,000</b>

Responder agrees that with respect to the above-required insurance, The Village of Tinley Park shall:

- Be named as additional insured by **endorsement** as their interest may appear;
- Be provided within thirty (30) days notice, in writing, of cancellation or material change; and
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

**15. Change in Status:**

The responder shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) responder is acquired by another party; (b) responder becomes insolvent; (c) responder, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) responder ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

**16. Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Qualifications; and the Responders Response to RFQ.

**17. Submittal and Evaluation Factors:**

The contract will be awarded to the responsible, responsive responder, or any other responder determined by The Village of Tinley Park to be in the best interest of the Village, who meets or exceeds the criteria, provisions sought by The Village. The Village reserves the right to reject any or all qualifications or to waive any details in the qualifications received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the RFQ of a responder who has previously failed to satisfactorily perform the contract.



In determining responsibility, the following qualifications will be considered by the Village. The relative important of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

- A. Prior experience in providing municipal technology services (30%);
- B. Successful history of municipal Agenda/Minute Management with Citizen Participation and project support services (30%);
- C. Ability to dedicate sufficient resources to The Village (15%);
- D. The character, integrity, reputation, judgement, experience and efficiency of the proposer (15%); and
- E. Familiarity and experience with the Village of Tinley Park and/or other local government entities (10%).

**Responders are instructed to submit their qualifications (A-E above), Firm References, and Firm Qualifications in a bound format.**

As part of its evaluation process, the Village may seek additional information from firms found to have resources and methodologies best suited to provide services.

## **PROJECT OVERVIEW:**

### **1. Intent:**

The Village of Tinley Park intends to enter into a contract with a qualified firm to provide Agenda/Minute Management implementation with Citizen Participation Capabilities and project support services for The Village of Tinley Park.

### **2. Project Scope of Services:**

The Village intends to retain a qualified and committed professional firm to provide Agenda/Minute Management implementation with Citizen Participation Capabilities. The Village will be considering a firm to provide the following Agenda/Minute Management technological services to the Village:

- 1) Agenda/Minute Management implementation with Citizen Participation Capabilities including the following features:
  - a. Automated workflow system to prepare, track, modify, approve and monitor the progress of agenda items;
  - b. Version control for development of agenda items
    - Track changes/edits
  - c. Ability for the item author to insert a formal caption, the presenter name(s), the estimated presentation time, background information including attachments, and a recommendation;
  - d. Ability for the agenda item author to retain control over edits of the agenda write-up;
  - e. Ability for the agenda item author to retrieve item at any time during the routing process;
  - f. Capability to add or delete staff from the agenda item workflow/routing review/approval process uniquely for an individual agenda item
    - Agenda items route through managers and executive staff. There are occasions when routing must go through additional managers/executives or staff members;
  - g. Ability to delete a staff member universally for the agenda workflow process (if an employee terminates).
  - h. Ability to move a staff member from on workflow/approval process to another (if an employee transfers to a different department with a different reporting structure);
  - i. Strong word processing/editing capabilities that allows such functionality as:
    - Uploading and/or building tables and graphs with ease
    - Copying and pasting from other documents/software such as word processors and spreadsheets
    - Changing fonts, highlighting text, bold, italic, etc.
    - Attaching documents generated in various formats including .docx, .xlsx, .pdf, .jpg, etc.
  - j. Easy to use search function for items no matter where they exist within the agenda process
    - Search using various options including agenda number, key work, etc.
  - k. The system integrates with Microsoft Exchange and Outlook and other email/calendaring software such as Outlook for meeting request management and is able to schedule and notify participants of upcoming meetings via email and calendar invite

- Ability to set up automatic email reminders and/or place deadlines on Outlook calendar; for example create follow-up action items for staff
- l. Facilities work away from the office
    - Supports creating, editing and approving agenda items using the web, tablets, smart phones and other electronic devices
  - m. Easy assembly of documents into a single cohesive agenda packet
    - Must provide the ability to drag and drop agenda items/attachments
    - Must generate reports to help manage agenda creation process
    - Must allow the administrator to see status of agenda items moving through their respective approval processes
  - n. Facilitates easy electronic posting, emailing and other electronic communication
    - Must support easily accessing agenda and agenda packet information (including easily accessing the agenda separately from all the packet backup information) using tablets, smart phones and other electronic devices
  - o. Ability for Board members and staff to annotate or make private notes electronically directly into agendas and agenda backup using electronic devices such as tablets or smart phones
  - p. Provides a searchable document archive and capabilities to copy and paste agenda items to create new agenda items and backup
  - q. Ability to host software internally and the option for cloud based hosting
  - r. Capable of easily migrating existing historical agendas postings and agenda packets/agenda items from the existing software management systems into the new agenda management software system
  - s. To facilitate timely creation of minutes, the system needs to be pre-populate staff recommendations/recommended motions in advance of the meeting
  - t. Service provider must include in the response to the request for proposal system implementation/configuration costs and describe in detail how users will be trained
    - Sample user manuals must be provided with the response to the request for proposal
  - u. Software provider must provide on-going technical support and product updates
  - v. Seamlessly create a consolidated agenda package in pdf format that includes the ability to create and use pdf bookmarks to navigate each item and its attachments
  - w. Ability to define both unique agenda templates for each meeting type and/or a standard template that can then be applied to multiple meeting types
  - x. Allows the agenda administrator to create and enforce deadlines. Once a deadline is passed, users cannot submit additional information, delete late items, or re-order of agenda item at the last minute
  - y. Ability to modify automatically generated minutes to reflect actual order items were taken up in meeting which may differ from order on published agenda
  - z. Ability to create an unlimited number of tasks for any agenda item before, during or after meetings
  - aa. The system can automatically generate a report indicating spot-meeting action items for a particular individual/department and automatically deliver notice to relevant contract(s)
  - bb. Allows task recipients to access minutes and resolution data from the agenda item to aid in completion of the task
  - cc. Ability to access reports and documents directly from networked drive for upload into agenda package
  - dd. Allows full functionality from a tablet or smartphone
  - ee. Compatible with Microsoft products
  - ff. Ability to create template(s) for the agendas themselves as well as agenda items (background memos)
    - The public notice postings, committee and Board agendas and agenda item memos may have different formats

- gg. Ability to have separate sections in the agenda item background memos
  - Caption, presenter, background, fiscal analysis, procurement process description, recommendation, etc.
  - Different sections may be completed by different departments; therefore, software should allow access to the single document by multiple users
    - Need to be able to create security so that different users can only edit certain sections and/or have access to full document
- hh. Ability to allow Citizen Participation in the final agenda packet via the web
  - Ability for Citizens to email questions and concerns regarding agenda items
  - Ability to view comments from the public via the Web

2) Project support services

**Agenda Management implementation with Citizen Participation Capabilities:**

- Install and configure Agenda/Minute Management implementation with Citizen Participation Capabilities;
- Setup, configure, and integrate this Agenda/Minute Management System;
- Configure security and search capabilities;

**Support Services:**

- Create site branding;
- Create site content, templates, and permission levels;
- Provide initial training for power users and site owners; and
- Oversee project status and generate timely reports.

Please note the task list above does not represent the final scope of the work for each technological service area. The Village will begin negotiations with the top firm(s) on actual scope and fee.

**3. Preliminary Selection Schedule**

<u>Task</u>	<u>Completion Date</u>
a) RFQ Issuance	October 30, 2017
b) RFQ due @ 4:30 p.m.	November 17, 2017
c) Firm Interviews (as necessary)	TBD
d) Firm recommendation to Village's Administration & Legal Committee	TBD
e) Approval at Village Board Meeting	TBD

**ADDITIONAL SUBMISSION REQUIREMENTS**

**Section 1.0—Executive Summary**

Provide a brief summary, which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Village. Please state your firm's business organization type (Sole Proprietor, Partnership, Corporation, etc.)

**Section 2.0—Relevant Experience**

Provide a detailed and/or profile sheets for services your firm has provided that are similar to those requested by The Village. Emphasis should be placed on work completed within the last three years by the specific personnel being proposed to work with the Village. Experience with government entities is preferred.

**Section 3.0—Management Team**

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed services. List specific personnel proposed for the implementation team, including the area(s) of responsibility of each individual. Provide a resume for each proposed team member, specifically stating tenure with your firm, experience and qualifications of each individual.

#### **Section 4.0—Firm Differentiation**

This section represents one of the most important sections for the selection of the recommended firm. Please respond to the individual questions carefully and succinctly.

##### **Team Leadership**

- Who on your team will provide consistent day-to-day leadership and management for the implementation services?
- How much time will they spend on the services on a day-to-day basis?
- What are your expectations for performance from this individual?
- List and rank five (5) key attributes or abilities the individual(s) possesses?

##### **Firm Staffing**

- What manpower is available from the firm, as needed?
- What steps would the firm take in order to make up schedule time on projects/services, if necessary?
- Please provide an explanation of your firm's ability to provide specialization in the following technological areas:
  - Project management
  - Implementation within a VMware virtualized environment
  - Data migration

##### **Innovation**

- Describe the most innovative relevant project/service undertaken by your firm in the last five years?
- Provide a description of the attributes and/or experiences that differentiates your firm from other firms.

##### **Budget**

- How does your firm maximize and maintain high quality services while maintaining tight budget constraints? Cite examples of specific things that you have done with other clients to meet this objective?
- Please describe your method of billing and provide hourly rates for your staff?

##### **Quality of Documents**

- List the steps and describe the quality control processes we can expect from your firm?
- Why is careful coordination and quality of documentation important to the firm?

#### **Section 5.0—References**

Provide three (3) company references and three (3) references for any proposed staff members that would be providing implementation services to the Village.



# Interoffice Memo

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To: Michael Pannitto, Chair Administration & Legal Committee

From: David Niemeyer, Village Manager ↵ ↗

cc: Village Board  
Patrick Carr, Assistant Village Manager  
Patrick Connelly, Village Attorney

Date: October 20, 2017

Subject: **Village Appointments**

At the request of Trustee Pannitto, we will be having a discussion regarding appointments at the Administration and Legal Committee meeting to be held on Tuesday, October 24, 2017.

**COMMENTS FROM  
THE PUBLIC**

**ADJOURNMENT**