

COUNTY OF SAN BENITO
REQUEST FOR
PROPOSALS FOR
CLASSIFICATION AND COMPENSATION STUDY
Proposal Issue Date: December 12, 2018
Proposal Due Date: January 2, 2019, 5:00 pm (PST)
COUNTY ADMINISTRATIVE OFFICE - HUMAN RESOURCES
DIVISION SAN BENITO COUNTY
481 4th St., 1st Floor
Hollister, CA 95023-3840

I. Introduction

The County of San Benito ("County") is requesting proposals for consulting services to conduct a Classification and Compensation Study. The County wants assistance in reviewing the existing job description and compensation system, including all benefits, analyzing current jobs performed by employees, determining the market pay for each position, establishing the market value of the employee benefits package, and providing a market analysis of the total compensation including salary and benefits. The consultant should make recommendations for adjustments to pay and benefits that may be needed. This Request for Proposals (RFP) is an invitation by the County of San Benito for consultants to submit a proposal. Submittal of a proposal should not create any expectations for a contract with the County of San Benito.

Qualified Consultants may submit their electronic proposals on or before **January 2, 2019, by 5:00 p.m. (PST)**.

Inquiries may be directed on or before December 21, 2018, by 5:00 p.m. (PST) to:

County of San Benito
Attn: Elvia Barocio

481 4th St., 1st Floor
Hollister, CA 95023-3840
Phone: (831) 636-4000 ext. 14
elbarocio@cosb.us

II. General Background

Population: 58,648
Form of Government: General Law
San Benito County Seat: Hollister

It has been many years since the last comprehensive Classification and Compensation Study by an outside consultant. There have been no formal updates to the Classification and Compensation study. Periodic salary surveys have been done and classifications have been created and deleted. The County employs 431 full-time employees, and 4 part-time, and approximately 126 temporary/seasonal employees. There are approximately 340 job classifications.

The County staff are included in the following units: Management Employees Group (MEG); SEIU (General Unit); Unrepresented, Confidential, and Confidential Management Employees; Appointed Department Heads; Elected Department Heads; Deputy Sheriff's Association; Law Enforcement Management; and Institutions Association.

III. Objectives

The purpose of the Classification and Compensation Study is to address any changes in the County of San Benito's operations and staffing since the last classification and compensation study. Other key objectives are outlined below:

1. Attract and retain qualified employees.
2. Ensure positions with similarity in complexity, responsibility, knowledge, skills, and abilities are classified together.
3. Ensure that promotional opportunities are clearly defined and provide recognizable compensation growth.
4. Offer justifiable pay differential between individual classes.

IV. Scope of Work

The County of San Benito is requesting proposals from qualified professionals experienced in conducting compensation and classification studies to conduct such a

study including all classifications. The County expects ongoing communications between the consultant, the County Administrative Office, and County staff. All recommendations must comply with state and federal laws.

The successful respondent shall include, but is not limited to, the following services:

1. Classification

- a. Update job descriptions to match distinguishing characteristics, essential job functions, minimum qualifications (knowledge, education, experience, skills, and abilities), working conditions (physical demands, work environment, other relevant circumstances), and certifications and licenses. Conduct interviews or job audits as appropriate.
- b. Create new job descriptions where needed. The descriptions must be accurate and consistent with FLSA, EEO, and ADA considerations.
- c. Give recommendations on staff alignments, reporting relationships and organizational structure.
- d. Recommended process in which employees may appeal classification issues.
- e. Identify career promotional opportunities for each classification.
- f. Provide any additional feedback regarding the County of San Benito's current compensation and classification system and how it may be updated or improved.

2. Compensation

- a. Review the wage and grade pay plan and provide feedback and suggestions on modifications that are in-line with objectives outlined above.
- b. Conduct a comprehensive base salary and benefits survey. The survey will include benchmarking with other appropriate comparator organizations with jobs of the same essential duties and functions. The comparator organizations shall be selected based on an objective analysis of economic and demographic factors.
- c. Provide a spreadsheet of all comparator organizations.
- d. Recommend an appropriate salary range for each classification based on the classification plan and internal relationships.
- e. Prepare an analysis of any financial impacts should recommendations and changes be implemented.
- f. Identify potential pay compression issues and provide possible solutions.
- g. Provide recommendations for administration and maintenance of the classification and compensation plan.
- h. Recommend a process in which employees may appeal classification issues.
- i. Provide any additional feedback about the County of San Benito's current classification and compensation study system and how it may be updated or improved.

V. Study Conclusion

1. The consultants will prepare a report with written recommendations, which will include discussion of methods, techniques, and data used to develop the County of San Benito's Classification and Compensation Plan.
2. The consultant will provide enough information and training to allow County staff to conduct individual salary audits and adjustments, using recommended methods until the next formal study evaluation.
3. The consultant will schedule and attend meetings with County staff and bargaining unit representatives to explain methodology, results and recommendations.
4. The County is not required to implement any of the recommendations of the consultant. Any recommendations as a result of the study will be provided to the CAO and the Board of Supervisors for consideration. Any recommendations considered by the County for implementation affecting bargaining groups will occur consistent with meet and confer obligations as required by the MMBA.

VI. Specification for Proposals

Consultants submitting proposals shall have a minimum of five (5) years' experience conducting classification and compensation studies for similarly-sized or larger governmental entities. All proposals submitted in response to this Request for Proposal must contain the following information:

1. Agents and Address

- a. Name, mailing address, email address, and telephone number of the Consultant.
- b. Description of the Consultant (corporation, partnership, other relevant descriptions) and year established.
- c. Name(s), title(s), and business address of the person(s) responsible for submitting the proposal.
- d. Identification by name of all key personnel working on the project, their experience, education and the specific role each individual will fill.
- e. Description of the experience the Consultant has in conducting similar studies. Please note any relevant work for other governmental entities.
- f. Listing of any subcontractors, if any, and the scope of work they will perform.
- g. A written description of the scope of involvement with County staff including bargaining unit representatives.

2. Statement of Methods and Procedures

- a. Provide a statement describing the Scope of Work for the project.

- b. Provide a narrative proposal on what approach and technique the Consultant will use in identifying and evaluating the Scope of Work.
- c. Provide a statement on the communication plan with bargaining unit representatives.

3. Work Schedule

- a. An estimate of time to complete the project and a proposed timeline of work tasks, with the date of completion of the project. The County is requesting completion of the project by March 31, 2020.

4. Fees

- a. A breakdown of the Consultant's rates and charges for services, by phase and for total project, and a proposed invoice schedule including a not to exceed total cost of the contract. Payments would be spread over multiple fiscal years for work completed.

5. References

- a. At least three references, including individual contact name, name of the organization, email address and telephone number from other municipalities or government agencies where similar work was performed.

VII. Timetable for Submission

For consideration to be given to any proposal submitted for this RFP, Consultant must submit proposal via email only to: elbarocio@cosb.us with "**Classification/Compensation Study-RFP**" in the subject line of email, on or before **January 2, 2019 by 5:00 p.m. (PST)**.

Late responses will not be accepted, and faxed responses will not be considered.

VIII. Proposed Timeline

1. Issue RFP	December 12, 2018
2. RFP Inquiries Due	December 21, 2018
3. Proposals Due	January 2, 2019
4. Review of Proposals	January 3, 2019
5. Check references	January 4, 2019

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| 6. Notify Selected Finalist | January 4, 2019 |
| 7. Award and Sign Contract | January 15, 2019 |
| 8. Consultant Submits Findings and Recommendations | March 31, 2020 |

IX. Information Provided

The County of San Benito will provide the following information to the successful Consultant

- Copies of all existing job descriptions
- Copies of all wage and salary schedules
- Copies of all employee benefit schedules
- Copy of all Memorandum of Understandings
- Copy of San Benito's Organizational Chart

X. Evaluation Procedures

All proposals will be reviewed by a committee identified by the County Administrative Officer to determine responsiveness. Those deemed unresponsive will be removed from consideration and notified in writing. Responsive Proposals will be considered and evaluated by the County's Human Resources team with input from members of the Committee. Proposals will be assessed using the following criteria in its evaluation and comparison of submitted proposals. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance.

- Responder's compliance with specifications as outlined in the RFP.
- Experience, training, and credentials.
- Demonstration of the Consultant's ability to complete all requirements as specified in the Scope of Work, including what methods will be employed.
- The Consultant's experience and performance in comparable studies.

- Qualifications of project staff, which includes internal staff and staff that may be involved in duties being outsourced.
- Recent references from similar clients.
- Costs of Services.
- Proposed project timelines and completion.

The County shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above.

XI. Right to Reject Proposals

The County of San Benito reserves the right to reject any or all proposals. Any award made for this engagement will be made to the responder who, in the opinion of the County, is best qualified to conduct the Classification and Compensation Study. The selection of the proposals will be made at the sole discretion of the County.

XII. County Contact

For questions regarding the RFP, the compensation and classification study or specifications, please contact Elvia Barocio, Human Resources Analyst at: elbarocio@cosb.us or at telephone number 831-636-4000 ext. 14. Questions will be accepted until December 21, 2018, 5:00 pm (PST).

XIII. Reservation of Rights: The County of San Benito reserves the right to:

- Accept or reject any proposals received in response to this RFP, and to re-advertise for new submittals.
- Waive or modify any irregularities in proposals received after prior notification to the Consultants.
- Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the County.
- Consider proposals or changes received at any time before the distinction is made, if such is in the best interest of the County.
- Request clarification and additional information from the Consultant during the evaluation process.

- In the event of contract termination, enter into contract negotiations with other qualified Consultant that submitted an acceptable proposal, rather than re-releasing the proposal for the project.
- Negotiate with the selected Consultant to include further services not identified in this RFP.
- The County of San Benito shall not be responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to this RFP.