



Request for Proposals Compensation and Classification Plan Study

Questions and Answers

February 17, 2021

1. **Question Received:** Under Point 2 of Scope of Work in the RFP, there is mention of "employee-specific factors such as experience, skills, education level, and additional relevant criteria." Is the agency seeking an equity study at the individual incumbent level? If not, please describe what is being requested for this task.

Answer: The agency is seeking to understand how the salary ranges compare to the associated job descriptions and qualifications and how those compare to similar First 5s and local community agencies.

2. **Question Received:** Has the agency already identified the comparable labor market agencies for this study?

Answer: The applicant will provide the comparable labor market for this study as part of their proposal to include three similar First 5s and at least two local community-based organizations and local community agencies. By way of the Staff and Operation Committee, the Commission plans to provide input on the final comparable labor market.

3. **Question Received:** What labor market agencies were utilized in the last study?

Answer: The last study was conducted in 2014 and included First 5s and local community agencies. The previous research information can be made available to the chosen applicant if we deem it necessary.

4. **Question Received:** Please confirm that the number of positions in the agency is 12. (We assume the agency also referring to the number of staff [12] to be included in the study when the term "positions" is used. Please clarify if that is not correct.)

Answer: The study should include seven active positions in addition to three currently inactive positions.

5. **Question Received:** How many classifications are currently utilized in the classification structure?

Answer: Currently, the active positions fall in the exempt category.

6. **Question Received:** Is there an expectation that all incumbents will be provided an opportunity for a job evaluation interview as part of the classification study?

Answer: Current staff members will be available to interview as needed.

7. **Question Received:** What is the state of the current job descriptions: in poor, moderate, or excellent condition?

Answer: Some active job descriptions have been recently updated while others have not.

8. **Question Received::** Does the agency have an ideal date of completion for the project?

Answer: The ideal date of completion would be May 12, 2021; however, the Commission is open to negotiating a timeline that is ambitious yet reasonable to yield the most comprehensive analysis and report.

9. **Question Received::** What is the budget for this engagement?

Answer: Applicants will provide a competitive total cost estimate, including all reasonable, justifiable, and necessary expenses, and "not to exceed" amount for the work described in the scope of work; also, a rate schedule should be provided for computing any extra work not specified in the contracted scope of work.

10. **Question Received::** Does the agency have a max contract amount?

Answer: The final budget will be determined at the time of contract development and will include a max contract amount.

11. **Question Received::** Regarding the content/format of the proposal, the RFP mentions Narrative (3-4) pages and mentions Scope of Work with the Budget section. Usually the Narrative refers to the scope of work plan we propose. Or, does this refer to the entire proposal excluding attachments?

Answer: The proposal will be scored in four different areas, Narrative (2-4 pages), Timeline (independent from Narrative), Budget and Scope of Work (independent from Narrative), and Attachments (independent from Narrative).

12. **Question Received::** Are pdf submittals allowed instead of hard copies?

Answer: Electronic submittal information as per RFP:

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13. **Question Received::** Could you please clarify the Narrative and the Budget and Scope of Work sections in regards to the information you would like provided in these sections?

Answer: The Narrative section should include any information the applicant feels necessary to inform the review committee and support the application. The Budget section should consist of all costs associated with the completion of the project. The Scope of Work will include the applicant's approach towards meeting the RFP detail service description.
