



Request for Proposals Compensation and Classification Plan Study

OVERVIEW

First 5 Madera County (F5MC) is currently seeking proposals from qualified consultants to conduct an agency-wide compensation and classification plan study (salary and benefits). As a result of this study, compensation and benefits will be analyzed for consideration based on comparing similar First 5s, local community base organizations and local community agencies. The study will be expected to provide professional opinions, recommendations for revisions or alterations to the current classification system, salary structure, and compensation package of insurance and benefits, including paid leave.

ABOUT US

First 5 Madera County, legally recognized as the Madera County Children and Families Commission, is a public agency that was created by the passage of Proposition 10 in 1998. Proposition 10, also known as the Children and Families First Act of 1998, added a 50-cent tax on tobacco products sold in California in order to fund programs and services expressly for children prenatally through age 5 and their families.

Since inception 20 years ago, First 5 Madera County has become a valued collaborator and funder. In these roles, we offer the community expertise on the importance of early childhood development and the conditions that children and families need to thrive. First 5 cultivates strong relationships with community partners and supports innovative and promising practices that are shown to improve outcomes. This is to ensure that all parents understand the importance of their role as their child's first teacher.

INTENT

The F5MC Commission attempts to ensure the agency remains competitive in the marketplace to attract and retain talent while maintaining fiscal responsibility as a good steward of public funding. F5MC is a small public agency consisting of seven to twelve full-time positions servicing Madera County. Through the Request for Proposals (RFP) process, F5MC intends to select and aims to contract with a qualified human resources group/consultant/firm to produce a comprehensive agency compensation and classification study (salary and benefits).

CONTRACT PERIOD

F5MC reserves the right to negotiate the proposed contract period and contract components with the selected proposal.

ELIGIBILITY

A group/consultant/firm must demonstrate a successful experience or capacity to provide similar services.

RFP Schedule

02/08/2021	Release of RFP
02/15/2021	Deadline for submitting questions or requests for clarification
02/17/2021	Responses to submitted questions posted on the F5MC website
03/01/2021	3:00 p.m. Submission deadline for Proposals
03/12/2021	Notification to applicants

SCOPE OF WORK

The contractor is expected, but not limited to provide the following services:

1. BENEFIT PACKET STUDY

Research, compare and recommend additions or changes to the existing benefits

- a. Paid time off benefits including vacation, sick leave, holidays, and management time rate of accrual/days per year
- b. Provide a professional recommendation on the pros and cons of consolidating accrued sick and vacation leave
- c. Employer retirement contribution benefit
- d. Health/dental/vision insurance benefit

2. COMPENSATION STUDY

Provide comprehensive pay analysis for each position. The analysis should include organizational factors such as location, type of organization, size, and funding. The study must consist of employee-specific factors such as experience, skills, education level, and additional relevant criteria.

- a. Provide minimum, midpoint and maximum for each position
- b. Provide pay step progression/interval analysis, other compensation such as longevity pay, and differentials.
- c. Compare and contrast three or more First 5 Commissions and two local organizations, of comparable size and socio/demographic/economic similarity to Madera County.

3. CLASSIFICATION STUDY

Review current classification system, job descriptions and compare them for consistency to the actual duties being performed via questionnaire, interview, and by examples of work product and responsibilities.

- a. Provide an analysis of current job duties justifying current pay levels, and/or recommended adjustments.
- b. Provide improvement recommendations on the classification system which can be maintained on a long-term basis.

SUBMISSION REQUIREMENTS

The group/consultant/firm must demonstrate an understanding of the request, experience in providing similar services, and capability of delivering the service in a highly professional, timely, and cost-conscious manner. All proposals must be submitted by no later than 3:00 pm on March 1, 2021.

To participate in this RFP, vendor is required to submit their intent to bid as follows:

1. Narrative no more than 2-4 pages (30 points)
2. Timeline for completion (30 points)
3. Budget and scope of work (30 points)
4. Attachments (10 points)
 - a. Agency Organizational Chart
 - b. Resume for personnel included in budget and scope of work
 - c. W-9 form

SUBMITTAL INFORMATION

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REVIEW PROCESS

First 5 Staff will review each submitted RFP for content, clarity, consistency and completeness. Staff will also review each proposals with the goal of formulating a recommendation for funding to first, the Staffing and Operations Committee (SOC). The final recommendation to be presented for full Commission consideration and approval. **The Commission reserves the right to negotiate/modify proposed Budgets, Activities, and/or Evaluation Plans.** Submittal of a proposal is not a guarantee of award, and F5MC reserves the right to terminate the RFP at any time, and not award a contract.