

REQUEST FOR PROPOSALS #8-006

For

**Job Analysis, Classification,
& Compensation Study
Consulting Services**

**Prepared by: Ken Crawford
October 30, 2017**

**Due November 30, 2017
2:00 PM**

5 hard copies and 1 electronic copy (You may also submit 1 redacted copy electronically) of the Proposal must be received by The Ogden Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Thursday November 30, 2017 and must be labeled RFP 8-006.

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REQUEST FOR PROPOSAL # 8-006
JOB ANALYSIS, CLASSIFICATION, AND COMPENSATION STUDY

I. GENERAL PURPOSE

A. Purpose of the Request for Proposal (RFP)

The purpose of this Request for Proposal is to solicit competitive sealed proposals from qualified companies to complete a comprehensive analysis of district classification and compensation systems considering internal equity and external markets. This would include, but not be limited to, conducting job analysis, rewriting job descriptions, as necessary, and making recommendations concerning classification systems and compensation structures.

Desired Outcomes:

The consultant will:

- Analyze positions and write or revise job descriptions as necessary.
- Make recommendations regarding FLSA exempt versus non-exempt status
- Recommend the appropriate designation/job classification for all positions, with written documentation in support of each of the recommendations (see attachments for current listings).
- Collect the appropriate information required to make a fair and reasonable determination for each of the selected positions, and to make classification and compensation recommendations for those positions.
- Review the current job classification structures and recommend classifications and classification strategies. This may include the drafting of specifications for new classifications.
- Provide a comprehensive report with recommendations for a compensation program that takes into consideration internal equity and external job market factors.
- Provide ongoing support in reviewing job descriptions for compensation classification.

B. Ogden School District Background

Ogden City School District has a long history of providing education to residents of Ogden City. The Ogden City School District has 12,000 students K-12. Its boundaries are roughly the same as the city of Ogden. The district operates 21 schools: 14 elementary, (K-6), 3 Junior High, (7-9), 2 comprehensive high schools, (10-12), one alternative high school and a Youth in Custody facility. District growth is stagnant. We currently have a staff of approximately 1036 Classified Employees, 712 Licensed Employees, and 62 Administrative Employees for a total of 1810 employees.

C. Issuing Office and RFP Reference Number

Ogden School District's Purchasing Department is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is RFP #8-006. This number should be referred to on all proposals, correspondence, and documentation relating to the RFP.

D. Submitting Your Proposal

Proposals must be received by the posted due date and time. 5 hard copies and 1 electronic copy of the Proposal must be received by The Ogden Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Thursday November 30, 2017 and must be labeled RFP 8-006. **Do not exceed 40 sheets (8.5" x 11"), single sided sheets of paper.** Proposals received after the deadline will be deemed non-responsive and ineligible for consideration. **Submit your cost proposal (Schedule "A") in a sealed envelope.** Pricing will be evaluated independently.

E. Length of Contract

The contract resulting from this RFP will be for a period of 1 year and may be renewable for up to four (4) additional years on a year-to-year basis at the District's discretion and by mutual agreement.

F. Price Guarantee Period

All pricing must be guaranteed for the duration of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective, unless approved by the authorized purchasing agent.

G. Standard Contract Terms and Conditions

Any contract resulting from this RFP will include, but not be limited to, Ogden School District's Standard Contract Terms and Conditions attached. Offerors requesting exceptions and/or additions to the Standard Terms and Conditions, as set forth in this RFP, must include the exceptions and/or additions with the proposal response. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Ogden School District reserves the right to negotiate or refuse any exceptions and/or additions.

H. Questions

Please submit all procurement related questions through SciQuest:

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah>,

If any person, submitting a bid is in doubt as to the true meaning of any part of the bid specifications, the vendor may submit a written request electronically through the SciQuest website. Questions and responses will be posted on the SciQuest web site. **Questions must be submitted by November 21, 2017 by 12:00am.** No other Ogden School District employee, Board Member, or evaluation committee member should be contacted concerning this RFP, during the selection process. Failure to comply with this requirement may result in disqualification.

I. Addendum

Any addenda issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposals. Addendums will be issued electronically via SciQuest.com.

J. Discussions with Offerors

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of Ogden School District. However, Ogden School District may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

K. Protected Information

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims); (2) commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;

* * * * *

And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District’s option.

L. Right of Rejection

The Ogden School District reserves the right to reject any and all proposals or to waive any non-statutory informality. The District further reserves the right to make the contract award deemed to be in the best interest of the District. The District’s decision to accept or reject the contract shall be final.

M. Eligibility Requirements

In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

1. **Experience.** Proposer must have experience with the functionality requested in section “**II. Scope of Services**”.
2. **Non-Discrimination.** The proposer must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules, and regulations. Any violations of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

N. Other Requirements

1. **Conform to Response Form Guidelines.** All proposed information must be submitted in the order found in “**Section III. Proposal Response Format**”.
2. **Proposals Submitted on a Timely Basis.** Proposals must be received **by 2:00 pm, on November 30, 2017** by The Ogden Purchasing Department, 1950 Monroe Blvd. Building 1, Room 210, Ogden, UT 84401. Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed or emailed copies will not be accepted.**

O. Proposal Timeline

It is anticipated that the following schedule will be followed:

November 6, 2017	RFP Released
November 21, 2017	Questions due on SciQuest no later than 12:00 AM.
November 30, 2017	Cost Schedules and Proposals Due by 2:00 pm. 5 hard copies and 1 electronic copy of the Proposal must be received by The Ogden Purchasing Department, 1950 Monroe

Blvd. Building 1, Room 210, Ogden, UT 84401 no later than 2:00 PM on Thursday November 30, 2017 and must be labeled RFP 8-006. Proposals must be submitted by an official of the firm authorized to bind the firm. The proposal terms should be firm for a period of ninety (90) days from the due date, to allow for evaluation of the proposed terms.

TBD	Evaluation of Proposals. The District may request formal written clarification of any item.
TBD	Formal Presentations by short listed companies if needed
TBD	Award of proposal.

**** All dates are tentative and are subject to change**

P. Evaluation Criteria

The following criteria and weighting will be used to evaluate the proposal. The award shall be made to the proposers scoring the highest total on the following criteria. Pricing scores do not apply to technical evaluation stage of the RFP process if an interview is required.

1. 20 points possible – Previous experience and expertise (resumes) in providing job study, classification and compensation services in the public sector matching specifications defined in the Scope of Work.
2. 15 points possible – Organization Structure – organization resources available to complete the tasks defined in the scope of services.
3. 10 points possible - References – Strength of reference, quality and applicability of the feedback from references provided. Preferably with a background similar to Ogden School District.
4. 5 points possible – Responsiveness. The completeness and conformity of the proposal and response to the RFP requirements.
5. 50 Points Possible – Cost. This includes the cost to collect, review, and make recommendations for each job study position. **1 copy must be submitted in a sealed envelope.**

Q. Firm Proposal

Proposals must be signed by an official of the firm, if proposer is a company, then must be authorized to bind the company to a contract. Conditions must be firm for a period of ninety (90) days from the due date of this RFP, to allow for evaluation of the proposals.

II. SCOPE OF SERVICES

The Successful consultant will perform the following tasks and deliver the following deliverables:

- A. Facilitate strategic issues meeting with the District team. Issues discussed will include, but not be limited to: data collection methods, project timeline, and projected deadlines for preliminary report of findings and recommendations.
- B. Facilitate meetings with the District, as needed, to identify areas of concern and to develop a plan for the comprehensive review.
- C. Provide regular status updates to the designated District contacts.

- D. Perform analysis for the positions by surveying the applicable employees and their managers / supervisors to determine the correctness of the job descriptions, classifications, and/or compensation. The consultant is expected to provide written documentation to support a recommendation.
- E. If the job descriptions, / classifications, and / or compensation, need adjustment, the consultant is expected to document and make recommendations to update the existing information.
- F. As a result of the analysis, if it is found that a new job description, / classification, and / or compensation needs to be put into place, the company will draft a new description, / classification and / or compensation plan to present to the District.
- F. The consultant is expected to be available in-person or by telephone for interviews, as necessary, to identify and analyze the job duties of various positions or classifications.
- G. Review classification structures and allocate positions to the proper classification within the structure.
- H. Conduct a comprehensive compensation review of all positions and classifications, both internally and externally, to make sure the recommendation is in line with the current regional scales.
- I. Provide a draft report of the job descriptions, analysis, classification, and compensation recommendations to be reviewed by the District, allowing for interim feedback, comments and questions. All reports will be issued in draft format to the District for review before a final report is issued. This may require face to face meetings.
- J. Provide a final report with recommendations for position designations, classification, and compensation changes.

III. PROPOSAL RESPONSE FORMAT

A proposal must use the following format when submitting a proposal. Do not exceed 40 sheets (8.5" x 11"), single sided sheets of paper for this part of your submission. Please format your responses to the following requested information, in the order listed:

1. Your Organizational Structure – include a description and history of your company.
2. Your Staff Resumes – give a resume for company administration and those people who would be working with Ogden School District.
3. References – provide the company name, address, contact name, phone number, and email address of at least 3, with a maximum of 5, School Districts or organizations your firm has provided comparable services to, as outlined in the RFP. Please provide a brief description of the work performed, as well as the dates and duration of your services.
4. Experience and Expertise – describe the qualifications, experience, and expertise of your organization that would help qualify this solicitation as the winning proposal.
5. Description of Process – provide, in detail, the process you will use to obtain the outcomes for the job description, /classification, and compensation for the Ogden School District.
6. Recommendation of Time Frame for Completion of Process – Provide, in detail, the time frame you would recommend for completion of the process.

IV. Required Forms

Schedule A. Cost Form to be submitted in a sealed envelope.

Claim of Business Confidentiality (if submitting confidential information)