



**REQUEST FOR PROPOSALS**

**FOR**

**CLASSIFICATION & COMPENSATION**

**STUDY OF CLASSIFIED EMPLOYEES**

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Request for Proposals Issued: July 1, 2014

Deadline for Submittal of Proposals: July 30, 2014

Request for Proposals for Classification & Compensation  
Study of Classified Employees

**I. INTRODUCTON**

The Sacramento City Unified School District (District) is seeking qualified firms to conduct a district-wide classification and compensation study of all classified job positions (non-credentialed positions).

**Background**

The Sacramento City Unified School District is the 12th largest school district in California and one of

## **Proposed Timeline**

Begin September 1, 2014 with completion not later than June 30, 2015. Completion of major departments as work is completed is preferred.

### **III. SCOPE OF SERVICES**

#### **A. Classification Plan**

1. Meet with designated staff members to validate scope of services, methodology, timelines, and other deliverables.
2. Define the process for communication with administrators and other employees during each step of the study. Meet with, and present information to, employees and District administration.
3. Review position titles (including supervisory/management) and recommend a titling structure which defines consistent levels of responsibility across the organization.
4. Develop a classification strategy that clearly outlines career ladders within class families.
5. Review organizational charts, budgets, personnel rules and regulations, collective bargaining agreements and related information as necessary.
6. Design an appropriate job analysis questionnaire, in hard copy and electronic format, for distribution to classified employees and their supervisors.
7. Upon receipt of completed questionnaires, conduct interviews with a representative group of employees and appropriate administrators to confirm content accuracy and resolve inconsistencies.
8. Allocate all employees within the scope of the study to an appropriate job title, job class, and Fair Labor Standards Act (FLSA) exempt/non-exempt designation.
9. Review existing job specification (job descriptions) or prepare new current and accurate job specifications (job descriptions) for each position in the District. The class specifications must reflect current duties and position requirements including physical requirements, working conditions and essenti725 Tm-/mde122.42 4eETBTBTB5r22.42 5A35TJETBT

## B. Compensation Plan

1. Identify survey labor market and benchmark classes for market analysis. Identify comparable and relevant employers.
2. Conduct a comprehensive compensation search using similar school districts and/or other employers with similar class structures.
3. Complete internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
4. Develop externally competitive and internally equitable salary recommendations for each class included within the study.
5. Recommend a salary range to each classification which reflects the results of the market survey and the analysis of internal relationships.
6. Propose a policy and procedure to address employees whose base pay exceeds the maximum of their assigned pay range.
7. Present survey results to District administrators for discussions and decisions on overall pay philosophy and the practicality of acceptance.
8. Assist in the development of a strategy for implementing pay and compensation recommendations and define necessary components in the implementation process.
9. Present the data-driven rationale for recommendations, and present findings in report form Staff.
10. Develop and implement a comprehensive employee communications plan to explain the process and final recommendations.
11. Provide a manual of instructions and training materials, provide actual training to appropriate staff to administer the proposed compensation

The sealed envelope shall  
Study

Classification

scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

### **Requests for Information**

Questions related to this RFP should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Wednesday, July 16, 2014 Classification Study RFP subject line. Responses to all questions received will be posted on the Districts website.

## **V. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondents qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with District requirements.

Submit résumés of key personnel assigned to this project.

**D. Methodology**

Please provide a task-listing of how this classification and compensation study will be accomplished.

**E. Sample Documents**

Please provide samples of questionnaires/surveys and other proposed process materials.

**F. Timeline**

Please provide an outline of the proposed time table required for the study to be completed and implemented.

**G. References**

Please provide at least at least three (3) school districts with similar demographics, along with the name(s) of individuals familiar with your work at school districts and submitted as references, that can be contacted by District staff.

**H. Cost**

Please provide the costs for each aspect of the classification and compensation study, as well as the overall costs for the project from beginning to completions.

**I. Additional Information**

Please include any additional information you feel is necessary for a full understanding of the services offered.

**VI. SELECTION CRITERIA**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

Background and experience in providing work as identified in the Scope of Services section of this RFP.

Qualifications of personnel.

References of work done of similar nature.

Costs

Upon evaluation of all submitted proposals, a limited number of firms deemed most qualified to provide the requested services may be invited to present their qualifications and respond to questions from panel members. The panel may include, but will not be limited to, Executive Staff, Bargaining Unit Representatives, and others qualified to rate providers.