



REQUEST FOR PROPOSAL 1019-23

CLASSIFICATION AND COMPENSATION STUDY

DEADLINE FOR PROPOSALS: July 19, 2023 at 4:00 PM

The prospective consultant shall submit a fully executed sealed proposal, are to be received no later than **July 19, 2023 4:00 P.M.**, sealed proposals shall be submitted to:

County of Imperial
Purchasing Department
1125 W. Main St.
El Centro, CA 92243

NOTE: Proposers are required to submit one (1) original RFP signed in ink, six (6) hard copies of the RFP, and one (1) electronic media version (CD or *USB Flash Drive*) copy of the RFP. Original and copies should be identified as such. Failure to provide copies may result in disqualification.

INTRODUCTION

The County of Imperial is inviting proposals from qualified consulting firms to conduct a comprehensive classification and compensation study of all County positions.

BACKGROUND

The County of Imperial encompasses approximately 4,600 square miles in the southeast corner of California. The county is bordered by San Diego County on the west, Riverside County on the north, we also border the Quechan Indian Reservation as well as the State of Arizona on the east, and the Republic of Mexico on the south. It is comprised of 7 incorporated cities and several unincorporated communities. According to the 2020 Census, the estimated population is 180,000; however, this fluctuates on a daily basis by tens of thousands with the frequent cross border traffic at the three international ports of entry in the county. Imperial County is known for its rich agricultural heritage and abundant natural resources for renewable energy.

The County has approximately 2,114 positions and approximately 531 job classifications (Table of Index and Authorized Position Allocation and Vacancies Report List attached). Pursuant to the labor negotiations process between the County and employee groups, the County is in the process of updating its classification and compensation plan. The County intends to complete a comprehensive classification and compensation study that will assess the current classification schedule and pinpoint needed changes in job duties, titles, salaries, and benefits. The study will also address the internal relationships within the organization to help determine proper equity in the classification and compensation study. The study will determine whether the existing salary and compensation schedule is competitive in today's market. A County-wide classification and compensation study was previously conducted in 2007 for all County positions.

The County currently has eighteen (18) different bargaining units, which three (3) are unrepresented. A list of the bargaining units can be found in attached Table of Index.

Employees are organized into 34 departments/agencies: Agricultural Commissioner, Air Pollution Control District, Airport, Assessor, Auditor Controller, Behavioral Health Services, Board of Supervisors, Child Support Services, Clerk of the Board, Cooperative Extension, County Clerk and Recorder, County Counsel, District Attorney, Elections, Executive Office, Fire Department and Office of Emergency Services, Human Resources, Library, Planning and Development, Probation, Public Administrator/Area Agency on Aging, Public Defender, Public Health, Public Works, Public Authority, Fleet Services, Information and Technical Services, Purchasing, Retirement, Sheriff Office, Social Services, Treasurer-Tax Collector, Veterans Service Office and Workforce and Economic Development Board.

SCOPE OF SERVICES

1. Make recommendations for updates and/or changes to existing classification and compensation policies. This includes out-of-class pay provisions, temporary promotions ordinance and classification and compensation policy.
2. Provide a comprehensive evaluation of every job classification within the County to determine relative worth within the organization for internal equity and to establish pay ranges.

Classification specifications include but are not limited to the following:

- Summary of classification
- Distinguishing characteristics
- Required and/or desired knowledge, skills, and abilities.
- Requirements and/or desired education, experience, and certifications.
- Working environments and/or conditions
- License, certifications, driving requirements, and physical requirements in compliance with the Americans with Disabilities Act.
- Appropriate exempt and non-exempt designation under the Fair Labor Standards Act

For Merit System Services based job descriptions, it will include engaging with CalHR representatives as needed.

3. Identify comparable organizations and competitive labor market comparisons for position classifications. This will include considering local market benchmarks currently in place and providing an opinion as to whether the benchmarks continue to be suitable or not.
4. Conduct a full compensation survey, complete with recommendations for cost of implementation.

Analysis should take into account:

- Base salary
- Retirement plans
- Health insurance, including medical, dental, vision, life and accidental death insurances.
- Cost of Living Index

5. Analyze and recommend changes to the present compensation structure to meet market analysis.
6. Recommend compensation levels, range spread, and range placement for positions based on market study and internal analysis. Recommendations should also take into account compaction impacts of the California Minimum Wage.
7. All recommendations must include an analysis of implementation costs.
8. Conduct orientation and briefing session(s) with team members, department heads, managers, supervisors and employee association representatives.
9. Work with the County Executive Office and other key staff in implementing the plan and strategies and maintaining the program in the future.

DELIVERABLES

- Bi-weekly Reports: Consultant is to provide every two-weeks project status reports to the County Executive Office or designee outlining the following information:
 - The specific accomplishments achieved during the reporting period.
 - Specific tasks completed pursuant to the provisions of the contract and the

- completion of such tasks.
 - The project completion dates for the remaining specific tasks required by the Consultant.
 - Any project component, activity, or problem that could result in a delay of the project.
 - Any current or future changes in project personnel or their assignments.
 - Delays caused by County personnel.
- Benchmark Reports: Benchmarks of project completion are measured by the following deliverables:
 - Completion of all necessary department and employee interviews.
 - Results of data gathering phase.
 - Draft of preliminary finding and recommendations.
 - Final report of finding and recommendations.

PROPOSAL CONTENTS

The Consultant is responsible for preparing an effective, clear, and concise proposal. In order to be considered for selection, vendors must submit a complete response to this Request for Proposal that includes the following mandatory information and/or requirements in the following format. Failure to provide any of the information requested below may be cause for the proposal to be rejected.

- A Request for Proposal transmittal letter introducing the Consultant and/or Firm and the individual who will be the primary contact person.
- An executive summary.
- Background information including specific qualifications and experience in conducting compensation studies for similar government/public sector entities. The information below must be included.
 - Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this Request for Proposal.
 - Describe your qualifications and experience providing similar services as required in this Request for Proposal.
 - Provide proof of financial stability enabling the firm to be capable of meeting the requirements of this Request for Proposal.
 - Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties, and comprehensive resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this Request for Proposal.
 - References: Provide a list of at least three (3) clients, one (1) of them should be from California, for whom you have conducted a comprehensive classification and compensation study within the last three (3) year's comparable to that described within this Request for Proposal. Indicate client organization name, contact person, and phone number.
- Provide on no more than one (1) printed page, your Firm's understanding of the requirements stated in this Request for Proposal.
- A discussion of your Firm's methodologies used and/or approaches taken to prepare the study.
- Provide a timeline for project completion.
 - Provide a project schedule identifying start and end dates – include milestones, submittal of deliverables, and each task required for the successful and timely completion of the project. Note: The desired time schedule for the completion of the compensation study is 12-18 months.
 - Indicate the earliest date you would be able to commence work on this project.
 - Indicate what, if any, guarantees your Firm can make to ensure the project will be

completed on time, as proposed.

- Indicate in your proposal any portion of work that would be performed by a sub-contractor.
- A sealed proposed fee schedule of costs to perform all work and obligations described within this Request for Proposal. Include incidental and hourly fees/rates all projected reimbursable cost for travel (telephone, reports, and direct man-hour rates), professional services, supplies and other related costs.
- A letter regarding nondiscrimination by the Firm.
- A letter, signed under penalty of perjury, regarding disclosure of financial interests of County officials or employees with the Firm.
- The signature of an authorized individual to bind the Firm. The proposal must be a firm offer good for a 90-day period.

PROJECT TIMELINE

Below is the proposed time schedule for this project (may be adjusted as necessary).

ACTION	DATE
Release of RFP	June 26, 2023
Deadline for Written Questions	July 5, 2023 – 4:00 p.m.
Proposal Submittal Deadline	July 19, 2023 – 4:00 p.m.
Evaluation of Proposals (may include interviews)	July 24 – July 28, 2023
Selection of Successful Consultant	August 7, 2023
Finalize Agreement with Successful Consultant	August 14, 2023
County Counsel Approves Agreement (Consultant to be available for Counsel questions)	September 5, 2023

GENERAL REQUIREMENTS

Consultants interested in submitting proposals shall submit one (1) original RFP signed in ink, six (6) hard copies of the RFP, and one (1) electronic media version (*CD or USB Flash Drive*) copy of the RFP in a sealed envelope bearing the caption “RFP 1019-23 Classification and Compensation Study.” Letters shall be signed by an authorized representative and must state the names of the individual(s) authorized to negotiate with the County and sign contracts on behalf of the consultant.

Sealed proposals shall be submitted and labeled as follows:

County of Imperial
Purchasing Department
RFP 1019-23 Classification and
Compensation Study
1125 W Main Street
El Centro, CA 92243

Sealed proposals may be submitted in person to the Purchasing Department at the address above, or via US Mail, or express courier and must be received by **4:00 p.m. on July 19, 2023**. Submissions after this deadline will not be accepted. All inquiries and/or requests for clarification of the RFP shall be submitted **by email** to Rhoda Hoffman, at rhodahoffman@co.imperial.ca.us. **All requests for clarification must be received no later than 4:00p.m., on July 5, 2023.** Requests for clarification received after this date will be discarded.

Any Consultant desiring to be considered for selection shall first contact the above County Representative (rhodahoffman@co.imperial.ca.us) by email and provide contact information for any correspondence generated through the clarification process. Consultants failing to register their intent to submit a proposal may be at a disadvantage in that they may not receive any addendum or responses to submitted questions.

The County retains sole discretion to evaluate proposals and make an award to the Consultant the County deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the County in any way to engage any Consultant and the County reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The County shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with no financial or other responsibility in the event of such abandonment. The County reserves the right to negotiate all final terms and conditions of the agreements entered into. The evaluation process shall include review of qualifications by the Classification and Compensation Committee) and any other person(s) designated by the County Executive Officer (CEO). The County reserves the right, where it may serve the best interest of the County, to request additional information and clarification from Consultants. At the discretion of the Classification and Compensation Committee and the County, Consultants submitting proposals may be requested to demonstrate their product as part of the evaluation process. All quotes, inquiries, responses, or correspondence related to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documentation submitted by the consultant will become property of the County and a matter of public record. Any changes to this RFP by the County will be sent to each Consultant or individual to whom an RFP has been sent and/or who has registered with the County for this RFP. Such changes become an integral part of the RFP for incorporation into any contract awarded pursuant to the RFP. Upon final selection of the Consultant, the scope of service may be modified and refined during negotiations with the County.

COUNTY BUSINESS LICENSE

Consultant shall secure, at the consultant's own cost, the appropriate business license from the County prior to beginning any work or delivering any equipment or material to be furnished under this specification and proposal. This must be initiated within six County working days after notification of award.

CONTRACT REQUIREMENTS

It is recognized that the formal basis of any agreement between the County and the Consultant is a contract rather than a proposal. In submitting price quotes, Consultants must indicate that they are prepared to complete a contract containing all the information submitted in their price quote. The price quote will become part of the contract between the County and the successful Consultant. A sample of the County's standard contract is attached as Attachment A.

COMPENSATION AND REIMBURSEMENT

Compensation for the scope of work defined in this Request for Proposal (RFP) will be based upon the percentage of work completed for services identified in the scope of work. All invoices shall be submitted for payment within 30 calendar days of end of month work period.

ADDITIONAL SUBMISSION INFORMATION

The County assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in

any way associated with the Consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the consultant. If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the County.

- **Automobile Liability:**
Bodily Injury (each accident): \$1,000,000.00
- **General Liability (Including Contractual Liability):**
Property Damage
(per incident resulting in injury or destruction of property): \$2,000,000.00
In the aggregate
- **Excess Liability:**
Umbrella Form: \$1,000,000.00
- **Worker's Compensation:** Statutory

UNDUE INFLUENCE

The Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the County in connection with the award or terms of the Agreement that will be executed as a result of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the County will receive compensation, directly or indirectly, from the vendor, or from any officer, employee or agent of the vendor, in connection with the award of the Agreement of any work to be conducted as a result of the RFP. Violation of this Section shall be a material breach of the Agreement/Contract entitling the County to any and all remedies by law or in equity.

EVALUATION AND SELECTION PROCESS

The various significant factors that will be considered in the evaluation of proposals are summarized below. The County's final selection will not be dictated on any single factor, including price. The relative importance of these factors involves judgment on the part of the County's Classification and Compensation Committee and will include both objective and subjective analysis. The evaluation criteria listed below are listed in random sequence and are not considered in any rank or order of importance:

- Demonstrated understanding of the service requested.
- Prior experience in performing similar sized projects.
- Prior experience in public sector projects in the State of California.
- Qualification of the Consultant and assigned project staff.
- Overall project design and methodology/approach.
- Time line for project completion/proposed schedule.
- Fees/Cost.
- Reference checks.

The County may conduct interviews with the most qualified respondents. The County shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the County after all factors have been evaluated. Upon completion of the evaluation process, the most qualified Consultant will be contacted to finalize the Scope of Work and related terms of an Agreement. The County shall enter into a Professional Services Agreement with the selected Consultant. A sample of the Agreement is included in Attachment A. The County of Imperial

reserves the right to reject any and all proposals should be deemed in its best interest to do so.

A Consultant may be eliminated from consideration for failure to comply with any of the requirements, depending upon the critical nature of such requirements. Late submissions will not be considered.

Proposals will be screened, and the top candidate(s) will be selected. The qualifications for the top candidates will be verified and references may be checked. In reviewing the proposals, the County will carefully weigh the Consultant's comprehension of the Scope of Services and County's needs, qualifications and experience on relevant projects and the fee proposal/value to the County.

CONFIDENTIAL AND PROPRIETARY DATA

All materials received relative to this RFP will be kept confidential, until such time an award is made or the RFP is canceled, at which time all materials received will be made available to the public. Proposals received will be subject to Government Code §6250, the Public Information Act. Proposers should mark information they consider proprietary or confidential in the event it is exempt from the requirements of the Act.

End of Request for Proposal

Attachment A: Standard Professional Services Agreement