

COUNTY OF INYO
REQUEST FOR PROPOSAL



Classification and Compensation Study

Date Released: November 20th, 2023
Deadline for Submission: 5:00pm, January 8th, 2024

County of Inyo
Personnel Department
P.O. Box 249, 224 N. Edwards St.
Independence, CA 93526

INTRODUCTION

The County of Inyo is inviting proposals from qualified firms and individuals to conduct a Classification and Compensation Study for permanent County positions with the intent of ensuring appropriate and modern job descriptions for certain positions, and equitable pay relative to other County positions. Additionally, the Compensation Study is intended to help Inyo County remain competitive in the job market when compared to similar organizations throughout California.

The County presently has a workforce of approximately 517 employees with 220 unique job titles. It is not the intent to include all of these titles in this study, it is expected that the chosen firm will be able to assist the County in determining the appropriate set of titles and recommending methodology for establishing our "competitive set" for the actual work to be conducted. A complete list of position allocations can be found on the County website at www.inyocounty.us/icContent/salaryTable/.

In addition to possessing a strong understanding of the unique market dynamics which Inyo County and this region of California face (relative to cost of living, housing impact, and rural nature of our communities), it is expected that the selected firm will have a familiarity and expertise with the State Merit System and its integration into the local agency's civil service system.

It is the County's desire for an open and transparent process to be completed collaboratively with identified employee groups, including the Inyo County Employee Association (ICEA).

SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

The proposal should include the following tasks:

1. Classification Study
 - a. Identify and make recommendations for directly comparable and competitive entities for analysis.
 - b. Review classifications provided for analysis, make any recommended changes, and analyze up to 28 positions to determine if job duties are consistent with job titles across comparable agencies. Provide a cost per position included in the analysis.
 - c. Review all pertinent background materials, including but not limited to: organizational charts, budgets, personnel rules and regulations, MOUs/Resolutions, existing classification specifications, and related information such as State Merit System requirements and restrictions.
 - d. Provide and implement a Position Description Questionnaire for employees, to be used for classification and internal relationship purposes.
 - e. Interview an appropriate sampling of employees in identified classifications. Additionally, interview any individual serving in an identified unique classification.
 - f. Assess identified classifications relative to the requirements of "Exempt" and "Non-Exempt" status pursuant to the criteria of the Fair Labor Standards Act and provide recommendations.
 - g. Identify positions in the County for which there are no genuine comparable positions elsewhere within comparable agencies and make recommendations to determine appropriateness of title and job description.

2. Compensation Study.

Utilizing, but not confined to, the classification study results:

- a. Identify and make recommendations for directly comparable and competitive agencies for analysis. Provide a cost per comparable and competitive agency included in the analysis. Analyze compensation based on the final number of comparable and competitive agencies agreed to.
- b. Identify and make recommendations for benchmark classifications to utilize for performing the compensation analysis. Provide a cost per number of classifications included in the compensation analysis, assuming between 50-100 positions. Analyze compensation based on the final number of benchmark classifications agreed to.
- c. Survey agreed upon local and regional labor markets to establish external total compensation comparisons. For all the surveyed entities, provide wage/salary and total compensation analysis and ranking data for benchmark classification to the County.
- d. For select positions, analyze equivalent internal positions to ensure pay equity relative to job description.
- e. Compare Inyo County career ladder opportunities against competitive set career ladder opportunities relative to top-end compensation.
- f. Recommend revisions to internal total compensation relationships that are consistent, uniform, and sustainable for the County in consideration of its budget constraints.
- g. Identify positions in the County for which there are no genuine comparable positions elsewhere within comparable agencies and make recommendations to determine fair compensation.
- h. Provide total compensation recommendations to the County based upon internal and external total compensation relationships.
- i. Consider and incorporate into the analysis and recommendations the impact of future increases in minimum wage mandated by applicable law.

SCOPE OF WORK PERFORMED BY INYO COUNTY

The County will:

1. Provide all documentation related to review, including but not limited to:
 - a. All pertinent background materials
 - b. Organizational charts
 - c. Job description
 - d. Budgets
 - e. Personnel Rules and Regulations
 - f. MOUs/Resolutions
 - g. Existing classification specifications
 - h. Related information such as State Merit System requirements and restrictions

RESPONSE TO THIS REQUEST

Please include in your proposal the items listed below. Any proposal which does not include all of the requested information may be considered as non-responsive and may not be considered.

1. A narrative addressing the technical nature of this project, which demonstrates an understanding of the scope of work, unique market conditions, and clearly lays out a proposed approach to complete the project.
2. Provide any suggested changes to the scope of work to meet the stated objectives of the County.
3. Identification of comparable projects performed by the firm.
4. A minimum of 3 references
5. A list of key staff and a summary of the work each member will perform for this engagement.
6. A proposed time frame of completion for each phase of work.
7. Costing methodology and a total cost to execute each component of this project.

CONTRACT

The successful consultant will be required to enter into an agreement with the County involving Inyo County Standard Contract No. 117, or a similar County agreement. The contract will specify the scope of service, schedule of work and a mutually agreed upon schedule of payment.

A copy of Inyo County Standard Contract No. 117 attached hereto as Exhibit B. Insurance requirements for Professional services are described in Exhibit C. All respondents are encouraged to review the contract and verify they can satisfy all requirements contained therein. Any concerns with the contract or any of its terms or requirements should be addressed in the submitted Proposal.

This RFP does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of the County to do so. Furthermore, a contract award may not be made based solely on price.

EVALUATION PROCESS

All proposals will be evaluated by an Inyo County Selection Committee (Committee). The Committee shall be composed of Inyo County staff, ICEA representatives, and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP and may request an interview as part of the selection process.

No.	Written Evaluation Criteria	Weight
1	Completeness of Response	Pass/Fail
2	Qualifications & Experience	25

3	Organization & Approach	35
4	Schedule of Work	20
5	Cost	20
	Conflict of Interest Statement	Pass/Fail
7	Ability to enter into Inyo County Standard Contract No. 117 or similar agreement	Pass/Fail
Subtotal:		100

INQUIRIES

Direct questions to:

Keri Oney, Assistant Personnel Director
 Email: koney@inyocounty.us
 Phone: 760-878-0377

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

Proposals shall be submitted in accordance with the Inyo County Purchasing Policy. Proposals shall be submitted by 5 pm on January 4, 2024. Proposals will be opened at 10 am January 5, 2024.

Proposals shall be submitted in a sealed envelope. Respondents shall not discuss the contents of proposals with County employees before the proposals are opened, or the respondent will be disqualified. Respondents may ask the County clarifying questions that do not reveal the contents of the respondent's proposal. Answers to such questions will be posted publicly.

Proposals shall be submitted to:

Inyo County Personnel Attn: Keri Oney
 P.O. Box 249
 224 N. Edwards Street
 Independence, CA 93526

All proposals may be disclosed to any member of the public as required by the Public Records Act or as otherwise required by law. Any bidder who wishes to challenge the bidding or procurement process must file a complaint in conformance with Chapter 6.30 of the Inyo County Code.



 Keri Oney, Assistant Personnel Director

11/20/2023

 Date