



Rowland Unified School District

*Request for Proposal #2016/17:1R  
for*

***Classified Service Classification & Compensation Study***

Dates of Publication:

1<sup>st</sup> - July 13, 2016

2<sup>nd</sup> – July 20, 2016

Submittal Deadline:

August 1, 2016

**No later than 2:00 p.m.!**

**Introduction:**

The Personnel Commission of the Rowland Unified School District invites qualified consultants to submit proposals to conduct a district-wide classification and compensation study for all classified positions.

**Background:**

We are located 40 miles east of Los Angeles, and are proud to be one of the leading mid-sized school districts in California. With an estimated 15,000 students and 11 K-6 elementary schools, 3 K-8 Academies, 2 Intermediate schools, 2 High Schools, 1 Continuation High School as well as a Community Day School, we serve the communities of Rowland Heights, Walnut, La Puente, City of Industry and West Covina. Permits allow students from other communities to attend our schools.

In addition, we impact the community with programs for more than 5,000 adults through Rowland Adult and Community Education.

**Objectives/Scope of Services:**

To conduct a thorough job analysis and job evaluation of approximately 126 classifications, over a one year period. The District employs approximately 780 regular classified employees.

Principally, the goal of the District's Human Resources Department is to update our current job descriptions, compete with comparable districts and places of employment, offer fair payment for services, recruit the best talent externally and retain a high-quality workforce. The following are specific objectives for the study:

- Conduct a thorough job analysis of all classified positions
- Develop and/or update class specifications for all included classifications including the following elements:
  1. Class Title
  2. Definition
  3. Distinguishing Characteristics (if part of a family or if closely related classifications exist)
  4. Essential Functions
  5. Minimum Qualifications including Education, Knowledge, Skills and Abilities
  6. Desirable Qualifications
  7. Working Conditions including work environment and physical abilities in accordance with accepted ADA requirements
- Conduct a total compensation salary survey of comparable school districts
- Develop a manual detailing the methodology of the study and providing guidance to staff in implementing the system.
- Update existing job descriptions for all job classifications, including bargaining unit, confidential, and management, on the basis of the type of work and level of duties and responsibilities for the classification. Prepare job descriptions based on information obtained through job analysis and which include: a brief summary of duties/role of the classification, a brief statement as to how each classification supports students and the mission of the District, distinguishing characteristics between related classifications, supervision received and exercised, essential functions,

compliance with ADA and FEHA requirements, physical demands, work environment, any hazardous conditions that might be encountered, and knowledge, abilities, and traits (or competencies) required to appropriately perform in the classification. Such job descriptions should also include recommendations for education and experience requirements taking into consideration the proposed classification plan, any legal considerations, and potential recruitment difficulty considerations.

- Realign duties of any existing job classifications that do not appear to make logical sense or may be creating unnecessary recruitment difficulty and/or high job turnover rates.
- Combine job classifications when it makes logical sense to do so based on high similarity and an overlapping of duties and other factors outlined in the foregoing objective; develop job descriptions for any newly-recommended job classifications in accordance with the areas discussed in the foregoing objective.
- Develop and prepare a salary and classification plan outlining internal job relationships within job families and among different job families.
- Allocate each position in the classified service to its proper classification.
- Propose and recommend a salary range placement for each classification based on internal relationships within job families and an external market analysis of comparable school districts and outside agencies.
- Provide a component that includes the methodology employed by the consultant in order to assist the District in maintaining the classification plan after completion of the study.
- Recommend an appeal/request for additional review procedure for employees included in the classification and compensation study. This should include consultant participation, documentation, and response as warranted.
- Ten (10) copies of both the preliminary report and the final written report must be prepared for review in a three ring tabbed binder.
- A series of communications and orientation meetings will be conducted with the Personnel Commission, management staff, and employee groups. These meetings will be held with appropriate personnel to acquaint them with the study objectives, procedures, classification and compensation principles and trends, expected study outcomes, and timetable of when critical components of the study are to be completed. All survey records, job analysis criteria, meetings conducted with employees, and notes regarding proposed changes must be submitted with the recommended classification changes.
- Field audit and conferences – individual and group field audits and conferences are to be held by the consultant with all employees involved in the study. Where there are several employees at the same position, small groups of employees may be utilized for the field audit or conference. The conferences are intended to provide the consultant with information to determine and distinguish objective job evaluation factors that shall form a basis for job comparison and job description development.
- The consulting firm will provide the staff required to complete the project. The District's Human Resources staff will be available to assist the consultant in arranging access to pertinent records

and information and arranging for employees and supervisors to complete job questionnaire forms. Staff will also be available to assist the consultant in setting up the field audit and conference meetings.

**Proposed Timeline for RFP/Study:**

District Issues Request for Proposal .....	July 13, 2016
Deadline to Submit Proposal .....	August 1, 2016
Screen Proposals by.....	August 5, 2016
Interview firms by.....	August 19, 2016
Selection committee recommends firm to Board by.....	August 29, 2016
Board approves recommendation of firm by.....	September 13, 2016
Initiate classification study by.....	September 19, 2016
Complete classification study and compensation including Board approval of duties and minimum qualification by.....	June 1, 2017
Personnel Commission approves all revised job descriptions by.....	October 31, 2017

**Proposal Specifications/Requirements:**

Proposals shall be submitted in three-ring binders, no more than **thirty-five (35) pages**, 8½” x 11” paper, inclusive of résumés, forms, and pictures, and tabbed to reflect Item Nos. 1 through 7 below in addition to the completed Exhibits A through D. Respondents must submit five (5) tabbed copies in three-ring binders. All responsive Proposals will be reviewed and scored using a uniform system of rating. The District will conduct interviews of those Respondents who have submitted responsive proposals. All proposals must contain the following Item Nos. 1 through 7:

1. **Description of the firm** including the size, location(s), nature of work done by the firm, and number of years in existence.
2. **Experience of the firm** – a detailed summary of studies in which the firm has acted as a consultant indicating the nature and size of the study and role of the firm. Provide client references or contact persons who can verify this experience including other school districts. Experience working with Merit System school districts in California is preferred. Identify K-12 school Districts for which your firm has provided reclassification studies within the last three years.
3. **Background of individual consultant’s experience** – the names of the individuals and any alternates who will participate in this study including identification of the person who will be directly responsible for the day-to-day work on the study and a brief resume of those persons’ pertinent work experience.
4. **Work plan** – in submitting the proposal, each Respondent must outline the procedures and methods they will utilize in conducting all phases of the study and addressing all items listed in the objectives of this project.
5. **Proposed methodology** – the Respondent must outline the methodology to be used in analyzing and evaluating jobs; i.e., point factor or whole job comparison. If a point factor is to be used, include a breakdown in dimensions, factors, and the weights to be used in the consultant’s job evaluation system.

The Personnel Commission will provide the consultant with word documents of each classification. If revisions are needed to the class description, the consultant must start with the existing classification description and strike out deletions and BOLD additions to the classification. By using this method for changes the Personnel Commission, District administration, and the Bargaining unit will be able to review the recommended changes.

- 6. **Time schedule and sample documents** – each Respondent must submit a proposed time schedule identifying when each major component will be started and completed including possible penalty if there is a deviation from the proposed timeline. **Note: This will be an approximately one year study of 126 classifications.**
- 7. **Fee and schedule** – each Respondent must present the cost of this classification and salary study including all travel and other out-of-pocket expenses.

**Selection of the Consultant:**

The selection of the consultant to conduct this study will be based on the following criteria:

	<u>Value</u>
1) The work plan and methodology as outlined in the proposal and presentation (Item Nos. 4 and 5 above).	30
2) The experience and expertise of the consultant as verified by references (Item Nos. 2 and 3 above).	15
3) The completeness of the consultant’s proposal including how well the consultant addresses the major issues as outlined in the RFP.	15
4) The terms and cost of the study as offered by the consultant (Item Nos. 6 and 7 above).	15
5) Oral interview and presentation.	<u>25</u>
Total of 100 possible points	100

**Deadline for Proposals:**

The deadline for submission of proposals is **August 1, 2016, no later than 2:00 pm**. Proposals must be submitted to the following address:

Rosana McLeod, Director of Purchasing  
 Rowland Unified School District  
 1830 S. Nogales Street  
 Rowland Heights, CA 91748

**Requests for Information/Clarifications to RFP:**

The Respondent shall make all investigations necessary to be informed regarding the service(s) to be furnished. Any Respondent seeking clarification of any portion of this RFP shall submit the requested clarification in writing to the District. Responses of the District to any requested clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFP or other Respondents, the District will issue the clarification response by a written Addendum distributed to all potential Respondents who have theretofore obtained this RFP from the District. All requests for clarification of this RFP must be submitted and actually received by Rosana McLeod, Director of Purchasing, at [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org) **no later than 2:00 PM, PDT, Monday, July 25, 2016**; the

District will not respond to clarification requests submitted thereafter. This RFP along with any Addenda will be posted on our District's website at [www.rowlandschools.org](http://www.rowlandschools.org).

Respondent should carefully examine the entire RFP and any Addenda thereto, together with all related materials and data referenced in the RFP or otherwise available to it, and should become fully aware of the nature and location of the work, the quantities of the work, and the conditions to be encountered in performing the work. If a Respondent fails to notify the District prior to the date fixed for submission of proposals of an error in the RFP known to it, or an error that reasonably should have been known to it, and if Respondent is awarded the contract, Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

**Mandatory Documents:**

This RFP requires the mandatory completion of the following enclosed documents:

- a. PRICE PROPOSAL FORM (Exhibit A)
- b. STATEMENT OF QUALIFICATIONS (Exhibit B)
- c. NON-COLLUSION (Exhibit C)
- d. CERTIFICATION OF COMPLIANCE (Exhibit D)

**Form of Agreement:**

Attached as **Attachment A** to this RFP is a form of Agreement for Professional Services (Classified Service Classification & Compensation Study) ("Agreement"), including the indemnification provision that the District will include in that Agreement. Please indicate in Respondent's response if Respondent has any comments or objections to the form of Agreement. The District does not intend to consider any substantive changes to the form of Agreement if they are not submitted at or before this time.

**Terms and Conditions:**

- 1.1. The District reserves the right to contract with any Firm responding to this RFP for all or portions of the above-described Services, to reject any Proposal as non-responsive, and not to contract with any Firm for the Services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever.
- 1.2. The District is not responsible for late delivery of a Proposal. It is the responsibility of the responding Firm to ensure that the Proposal is submitted on time to the District. Proposals that are received after the deadline may not be considered.
- 1.3. Responses to this RFP will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked

“Confidential,” “Proprietary,” or “Trade Secret,” the Firm agrees, by submission of its response for the District’s consideration, to defend and indemnify the District from all costs and expenses, including attorneys’ fees, in any action or liability arising under the Public Records Act.

- 1.4. Issuance of this RFP does not commit the District to award a contract for Services or to pay any costs incurred with the preparation of a response. Firms should note that the execution of any contract pursuant to this RFP is dependent upon successful negotiation of terms and fees as well as approval by the District’s Board of Education.
- 1.5. The selected Firm(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Firms shall be responsible for establishing and implementing an ADA program within the Firm’s work place. Firms shall not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFP so that such provisions will be binding upon each sub-consultant.
- 1.6. Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required. Fingerprinting of all personnel who will visit school sites is also required. The District reserves the right to amend this RFP by means of addenda.
- 1.7. In the event Firm is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the Firm with the authority to enter into binding contracts with the District attend the interview. The District is not responsible for any costs the Firm may incur in the preparation of the Proposal, interview, or selection process.

### **Protests:**

Any protest regarding this RFP must be submitted, without exception, in writing to the District, before **5:00 p.m.** of the **THIRD (3<sup>rd</sup>)** business day following the date of notification by the District that a firm has been selected following the evaluation / selection process.

- 2.1 The protest must contain a complete written statement of any and all bases for the protest.
- 2.2 The protest must refer to the specific portions of any documents that form the bases for the protest.
- 2.3 The protest must include the name, address, telephone and fax numbers, and e-mail address of the person representing the protesting party.
- 2.4 The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest, and all other Firms or proposers who appear to have a

reasonable prospect of receiving an award depending upon the outcome of the protest.

- 2.5** The procedure and time limits set forth in this paragraph are mandatory and are each Firm's sole and exclusive remedy in the event of protest. Failure to comply with any of these procedures, at the District's sole discretion, shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings.





**Rowland Unified School District**

**Purchasing Department**

**1830 S. Nogales Street**

**Phone: (626) 258-8387**

**REQUEST FOR PROPOSAL (RFP) 2016/17:1R FOR  
Classified Service Classification & Compensation Study**

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EXHIBIT A  
PROPOSAL FORM  
(MANDATORY)

Submitted herewith is our proposal to perform the Classified Service Classification & Compensation Study for the Rowland Unified School District.

We propose to conduct the Classified Service Classification & Compensation Study report for the following amount:

The undersigned agrees to perform the Classified Service Classification & Compensation Study at a total cost not to exceed \$\_\_\_\_\_, classification study, including ten (10) copies in a tabbed three ring binder of the Classified Service Classification & Compensation Study for the District, a digital copy and board presentation.

The firm will enter into an agreement with the District in the form submitted with this Request for Proposal.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
By

\_\_\_\_\_

\_\_\_\_\_



**Rowland Unified School District**

**Purchasing Department  
1830 S. Nogales Street  
Phone: (626) 258-8387**

**REQUEST FOR PROPOSAL (RFP) 2016/17:1R FOR  
Classified Service Classification & Compensation Study**

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**1. Respondent Information.**

1.1. Respondent Name: \_\_\_\_\_

1.2. Address:

Physical Office Location:

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Mailing Address (if different than address above):

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

1.3. Phone: ( \_\_\_\_ ) \_\_\_\_\_ /Fax: ( \_\_\_\_ ) \_\_\_\_\_

1.4. Respondent's principal contacts:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-Mail: \_\_\_\_\_

1.5. If Respondent has more than one office, identify the office that will have primary responsibility for conducting the District's annual audits

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Mailing Address (if different than address above):

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

1.6. Length of time Respondent has been in business providing compensation studies services: \_\_\_\_\_ years

1.7. Respondent Federal Tax ID No.: \_\_\_\_\_

**2. Insurance.**

2.1. Commercial General Liability Insurance.

Insurer: \_\_\_\_\_  
Current Policy No.: \_\_\_\_\_  
General Liability Insurance Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Fax No.: (\_\_\_\_) \_\_\_\_\_  
Contact Name: \_\_\_\_\_

2.2. Workers' Compensation Insurance.

Insurer: \_\_\_\_\_  
Current Policy No.: \_\_\_\_\_  
Workers' Compensation Insurance Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Fax No.: (\_\_\_\_) \_\_\_\_\_  
Contact Name: \_\_\_\_\_

2.3. Automobile Liability Insurance.

Insurer: \_\_\_\_\_  
Current Policy No.: \_\_\_\_\_  
Automobile Liability Insurance Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Fax No.: (\_\_\_\_) \_\_\_\_\_  
Contact Name: \_\_\_\_\_

2.4. Professional Liability Insurance.

Insurer: \_\_\_\_\_  
Current Policy No.: \_\_\_\_\_  
Professional Liability Insurance Broker: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_  
Fax No.: (\_\_\_\_) \_\_\_\_\_  
Contact Name: \_\_\_\_\_

**3. References.** Complete the following to identify references that are California school districts for which the Respondent has performed classification compensation study services similar to the scope and complexity described in the RFP.

Owner Name	Address	Telephone No.	Contact Name

**4. Proposed Personnel.**

4.1. Respondent's Employees. The following personnel employed by the Respondent are proposed by Respondent for performance of the classification and compensation study services. Current resumes for each of the following proposed personnel are incorporated into the Respondent's RFP Response. The resumes should indicate: (a) Position in firm, (b) Years of experience, (c) Experience in the area of school district and (d) Education

Name	Title/Position	Proposed Assigned Tasks and Responsibilities

(Duplicate the above if necessary to identify additional personnel proposed by Respondent)

**5. Financial Qualification**

Submit copy of audited Financial Statements for firm for most recent fiscal year.

**6. Accuracy and Authority.**

The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Respondent. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement.

The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Respondent acknowledge and agree that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Respondent's RFP Response may be rejected by the District.

Executed this \_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_  
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)



**Rowland Unified School District**

**Purchasing Department**

**1830 S. Nogales Street**

**Phone: (626) 258-8387**

**NON-COLLUSION DECLARATION**

**(PUBLIC CONTRACT CODE 7106)**

**EXHIBIT C**

State of California )  
 ) ss.  
County of \_\_\_\_\_)

I, \_\_\_\_\_, in my position as \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid, declare that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_, California.  
(City)

\_\_\_\_\_  
(Signature of Bidder)

END OF DOCUMENT



**Rowland Unified School District**

**Purchasing Department**

**1830 S. Nogales Street**

**Phone: (626) 258-8387**

**REQUEST FOR PROPOSAL (RFP) 2016/17:1R FOR  
Classified Service Classification & Compensation Study**

Exhibit D

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**ROWLAND UNIFIED SCHOOL DISTRICT  
CERTIFICATION OF COMPLIANCE**

I/we have received and reviewed the RFP and any Addenda issued by the Rowland Unified School District and this submission is our entire submittal.

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_, 2016

Number of Addenda Received: \_\_\_\_\_





