

Responses to Questions for the Class and Comp RFP. Due October 9, 2015.

Can you please provide the composition of the team who will be reviewing the proposals?

The RFP selection team has not been finalized; however, it is expected to be comprised of myself, HR staff support, a department manager, and administrative representative. Approximately 4-5 individuals.

We note that Phase 1 includes an employee interview and appeal process, but I do not see anything listed for Phase 2. We wish to confirm that an interview and appeal process for the union classifications is not required.

Correct, an interview process is expected with the union classification under Phase 2.

For the compensation component of the study, are you seeking a base salary or total compensation analysis?

Modified base salary. This may include additional pay such as lead or certificates, but not items such as longevity or benefits.

The RFP indicates the contractor should plan to perform briefing sessions and interviews for all employees covered within the scope of the study. To increase efficiency of the interviews and other data collections, would Deschutes County be open to a combination of in-person interviews, phone/email interviews or virtual web conferencing for the collection of data? If so, is there a certain percentage of in-person interviews desired to be conducted on-site?

The County is looking for the Bidder to propose options and methods that will result in the best return. No set method is prescribed. The County is able to support phone, email, and video conferencing.

What is the budgeted contract value for the subject study?

Deschutes County is looking for the bidder

Will preference be given to State of Oregon or northwestern vendors in the evaluation process?

The County is evaluating bidders on the scoring criteria outlined in the proposal.

We see that you currently use the Hay system; are you interested in using a new job evaluation system to establish internal equity?

The County is open to a new system.

We want to confirm that the total employee count for the non-represented study is 211 employees and 250 employees for Phase 2 with the Health Services Department.

These are approximate counts as continued business operations result in slight variations.

Do you require two separate proposals, or can both be in a single document, with separate pricing?

A single proposal with separate pricing would be satisfactory.

Along the same lines, can some tasks be combined for "economies of scale", such as employee orientation meetings? This will help achieve a more competitive price.

Yes.

Is the market study just a salary and pay practices study or do you want a total comp study including all benefits?

A total comp study with benefits was not expected.

Do you have a budget for these studies and if so will you let us know?

The budget is an important factor; however, we do not have a prescribed budget amount.

When is your desired completion date?

Deschutes County is interested in learning more about the Bidder's project plan. We are not expecting this project to go beyond 12 months and would like to significant progress by March 2016.

Would you like a single price for all potential appeals or how much per single appeal?

Deschutes County is open to the best practice.

Is every single employee in the study to be interviewed? If employees are in the same classification and doing the same job, can they complete a group Job Analysis Questionnaire?

The County is looking for the Bidder to propose options and methods that will result in the best return. No set method is prescribed. The County is able to support phone, email, and video conferencing.

Are your vacant classifications included in the study?

We would expect to scrub the classification list prior to commencing service to ensure that no classifications are missed. The number of vacant classifications for consideration is minimal, if any at all. These vacant classes may need to be closed rather than included in the study.