



Blaine County School District No. 61

REQUEST FOR PROPOSAL

Classification and Compensation Study

ISSUE DATE: March 8, 2021
PROPOSAL DUE: March 15, 2021
By 12:00 pm, MST

Contact Person:
Brooke Marshall, JD
Human Resources Director
Blaine County School District No. 61
118 West Bullion Street
Hailey, ID 83333
bmarshall@blaineschools.org

RETURN PROPOSAL TO:
Blaine County School District No. 61
Attn: Brooke Marshall, JD
Human Resources Department
bmarshall@blaineschools.org

The Proposer hereby declares understanding, agreement, and certification of compliance to provide the items and/or services at the prices quoted in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

SIGNATURE REQUIRED

Name	Title
Email Address:	Phone:
Vendor Name	
Mailing Address	
City, State Zip	

BLAINE COUNTY SCHOOL DISTRICT NO. 61

REQUEST FOR PROPOSALS

Classification and Compensation Study

SECTION I. BACKGROUND, OVERVIEW & GOALS

A. BACKGROUND

Blaine County School District No. 61 (hereinafter “BCSD”), located in Blaine County, Idaho, is one of the largest employers in the Wood River Valley. Located in South-Central Idaho, the District boundaries include several municipalities stretching from the north – the community of Ketchum, to mid-valley – the cities of Hailey and Bellevue, and to the south, the community of Carey.

BCSD consists of three elementary schools, one middle school, one K-8 school, one high school, one K-12 school and one alternative high school. Enrollment consists of approximately 3,200 Pre-K-12 students. The Board approved 2020-2021 staffing plan includes approximately 525 administrative, certified, and classified staff.

The current pay structure includes four separate salary schedules: Administrator, Certified, Classified, and Coaches.

1. **Administrator Schedule:** Eight (8) grades, twenty (20) steps, twenty-three (23) positions.
2. **Certified Schedule:** Seven (7) lanes, eighteen (18) steps, seventy (70) positions. The certified salary schedule is governed by the Master Agreement between BCSD and the Blaine County Education Association. On an annual basis, the schedule is negotiated between both parties.
3. **Classified Schedule:** Eight (8) pay grades; thirty-eight (38) positions.
4. **Coaching Schedule:** Fifteen (15) levels, forty-six (46) positions.

B. OVERVIEW

BCSD is seeking proposals from qualified consulting firms for a Classification and Compensation Study. The purpose of this project is to review current position descriptions: Administrators, Certified Employees, Classified Employees, Athletic Coaches, and Stipended Positions.

Part One - Classification: The work shall include providing an initial job study analysis and recommendations to update and/or create accurate job descriptions for Administrator, Certified, Classified, Athletic Coaches, and Stipended positions. This analysis will include recommendations to condense position descriptions where positions are of the same job family and classification; as well as creating internal career “ladders” for some positions (e.g., Custodian I, II, Lead Custodian, Custodial Supervisor).

Part Two - Compensation: The work shall include an external market study of comparative employers to determine if salaries in all categories are competitive. The work shall also include a compensation plan focused on internal equity and include a guideline for future new job descriptions and related compensation as well as how to review established job descriptions and make related adjustments to compensation.

C. GOALS

The goal of this project is to collect and analyze relevant data in order to recommend: (1) any changes to job classifications; (2) modifications to salary schedules, including, but not limited to, compression of steps or grades, modifications to salary ranges (low, median, and high percentiles) based upon market study including comparisons to related organizations. In particular, BCSD seeks to:

1. Ensure it has a classification and compensation structure that attracts and retains high caliber employees, and wherever possible, employs a clear path of career progression within.
2. Ensure its market competitiveness with regard to the total compensation package, including base pay, leave, benefits, and any other items considered part of the employee's compensation.
3. Ensure compliance with applicable state and/or federal law and regulations, as well as internal equity within BCSD's classification and compensation structure.
4. Secure guidance regarding how to adjust the classification and compensation plan in the future.

SECTION II. STATEMENT OF WORK

A. SCOPE OF SERVICES

Sections I (B) and (C) above describe in broad terms the work and deliverables expected by BCSD. In particular, BCSD expects the scope of work and deliverables to include the following discrete actions:

1. Job Study Analysis:
 - a. Review and assess select job classifications, placement and job descriptions;
 - b. Ensure sample of job descriptions surveyed accurately reflect essential and marginal job functions, job related qualifications, and actual duties and responsibilities;
 - c. Review classification specifications for the classified salary schedule and determine proper grouping or allocation of positions into job titles/classifications.
 - d. Review BCSD stipend structure to determine whether to incorporate select stipends within salary schedules.
2. Market Definition and Survey:
 - a. Define comparators for different work segments (administrator, certified, classified).
 - b. Utilize salary surveys and/or benchmark salary comparison data to evaluate market competitiveness/position with other school districts, comparable government entities and private employers for different work segments.

- c. Compile market analysis by work segment and utilize themes and findings to inform adjustments to salary schedules and structure.
3. Pay Structure & Policies:
- a. Make recommendations to simplify the current classified salary structure that is built around career banding and condenses the number of positions, titles, and overall pay plan grades.
 - b. Establish a hierarchical order for each position and justification to pay differential between work segments and classes within each segment.
 - c. Create salary/classification structures that are commensurate with assigned duties, responsibilities, knowledge, and specialized training/education.
 - d. Establish a measurement of ranking and/or clustering, such as: grade, points, skill block.
 - e. Create a salary range for each pay grade and the method of moving an employee's pay throughout the range.
 - f. Assess FLSA status and identify recommendations to ensure current and on-going compliance to include but not limited to:
 - 1. Analysis of employee exempt/non-exempt status and recommendations on changes to ensure compliance with labor regulations.
 - 2. Analysis of full-time, part-time, variable hour and short-term (temporary) status, ensuring classification is appropriate and compliant. Recommendation of changes to employee(s) status are required, and if so identification of positions requiring status change.
 - 3. Develop a clear outline and understanding of promotional opportunities that also provides recognizable compensation growth trajectory.
 - g. Use benchmark/market survey to place jobs in the updated structure.
4. Job Description Update
- a. Review and evaluate classified employee group job titles and recommend changes that consolidate and/or reduce jobs.
 - b. Recommend criteria and formula for modifying or creating job descriptions, based on consolidated job titles to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications, working conditions, and certification/licenses/registrations requirements for classification as needed.
5. Implementation Plan
- a. Present recommendations to implement the new compensation structure in an easily consumable and useful report that includes an executive summary.
 - b. Recommendations should address internal inequities, pay compression, retention, hard-to-fill positions and market conditions and include calculating the cost of implementing the plan.
 - c. Develop an implementation roadmap that specifies actions and timelines to transition from current structure to future structure.

6. Project Communications and Change Management

- a. Make recommendations to BCSD regarding generating employee communication to garner buy-in and understanding of the project scope – what is included and what is not. This will help to level-set workforce expectations.
- b. Set expectations for BCSD leadership and project teams regarding project ownership, participation, and communication.
- c. Delivery of a project kick-off/orientation for the BCSD’s leadership team, project team, key stakeholders, and/or broader employee population.
- d. Identify key touch points for updates to the BCSD’s Board of Trustees in their role as project sponsors.
- e. Present draft and final classification and compensation study results with key stakeholder groups.
- f. Provide training for the Human Resources Department focused on explaining and maintaining the new pay plan, classifications, job descriptions and position placement.

7. Other relevant and appropriate actions as necessary to achieve the District’s goals as described herein.

B. PERIOD OF AWARD

The completion date for providing the required study shall be as follows: **six (6) months** from start date for the classification and compensation study.

If the BCSD desires to extend the contract, no later than thirty (30) days prior to expiration, the BCSD’s Finance Department may send a notice in writing to the vendor requesting firm pricing for an additional period. After the BCSD evaluates any additional firm pricing proposal from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extension of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the sole option of the BCSD.

SECTION III. ADMINISTRATIVE INFORMATION

A. ISSUING OFFICE

The BCSD’s contact name listed herein is to be the sole point of contact concerning this RFP. Offerors shall not directly contact other personnel regarding matters concerning this RFP or to arrange virtual meetings related to such.

B. OFFICIAL MEANS OF COMMUNICATION

All official communication from the BCSD to offerors will be via email from the Human Resources Department.

C. INQUIRIES

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the deadline. Inquiries regarding this RFP should be referred to:

Email: bmarsshall@blaineschools.org

D. INSURANCE

The successful contractor will be required to provide a Certificate of Insurance or other proof of insurance naming the Blaine County School District as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. Commercial general liability insurance shall include premises and/or operations, independent contractors, products and/or completed operations, and a contractual liability endorsement. WORKER'S COMPENSATION coverage with limits in accordance with State of Idaho requirements is also required.

Awarded offeror must present the District with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. There shall also be a 30-day notification to the BCSD in the event of cancellation or modification of any stipulated insurance coverage.

E. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time. Modifications or withdrawals will not be accepted after the established due date and time.

F. ACCEPTANCE OF RFP TERMS

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions as set forth herein. An offeror shall identify clearly and thoroughly any variations between its proposal and the RFP in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

G. CONFIDENTIAL/PROPRIETARY INFORMATION

All proposals will be confidential until a contract is awarded and fully executed. At that time, all

proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential, in accordance with the Idaho Public Records Act (Idaho Code §§74-101 *et seq.*). Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Respondents should segregate any asserted proprietary information and provide an explanation as to why such information shall not be deemed a public record, citing to the applicable exception under the Idaho Public Records Act. BCSD assumes no responsibility or liability for disclosure of proprietary material submitted by respondents.

H. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

I. RFP CANCELLATION

The District reserves the right to cancel this RFP at any time, without penalty.

J. NEGOTIATION OF AWARD

In the event only one (1) responsive proposal is received by the BCSD, the BCSD reserves the right to negotiate the award for the services with the offeror submitting the proposal in lieu of accepting the proposal as is.

K. RFP RESPONSE/MATERIAL OWNERSHIP

All material submitted regarding this RFP becomes the property of the Blaine County School District No. 61, unless otherwise noted in the RFP.

L. INCURRING COSTS

The BCSD is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

M. NON-DISCRIMINATION

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

N. ASSIGNMENT AND DELEGATION

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

SECTION IV. PROPOSAL SUBMISSION

Following are the response requirements for this RFP. All specific response items represent the

minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the District's discretion, render the proposal non-responsive.

Electronic Proposals must be received no later than:

Due Date: March 15, 2021, by 12:00 p.m. MST

Proposals received after this date and time will not be considered for award.

ONLY ELECTRONIC RFP Responses will be accepted. Instructions for electronic submittal:

Email your RFP Response to Brooke Marshall, bmarshall@blaineschools.org. Submit your RFP response to this email only – please do not email to multiple people. Only emails sent to Brooke Marshall, bmarshall@blaineschools.org will be considered as responsive to the request for proposals. Emails sent to other District emails may be considered as non-responsive and may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB.

Enter “CLASSIFICATION AND COMPENSATION PROJECT – RFP” in the Subject line of your RFP Submittal email.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the proposal is received at the District's Human Resources Department on or before the proposal due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your proposal, in the order listed. Deviation from this may render your proposal non-responsive.

A. **Cover Letter.** Include a cover letter introducing your company and summarizing your qualifications and experience, and detailing any exceptions to this RFP (please note that significant exceptions may make your proposal non-responsive). This letter should also provide principal contact information for this RFP, including address, telephone number, fax number, e-mail, and website (if applicable).

B. **Use of Subcontractors/Partners.** There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your proposal must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the BCSD will contract solely with your company; therefore subcontractors/partners remain your sole responsibility.

C. **Company Information**

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.

4. Provide a comprehensive listing of all the services you provide.

D. Evaluation Criterion

1. Project Approach (30 points)

- a. Describe your project approach and how it should enhance the quality of the requested services.
- b. Provide the evaluation method to define who the “market” is for the BCSD and how this will be evaluated, including how many and type of markets are going to be utilized for this analysis.
- c. Provide a specific timeline or schedule for the work. Show milestones and completion dates on the schedule. Onsite visits should also be included in your timeline, preferably at the end of each key milestone.
- d. Describe how the team will handle quality control, specifically how issues would be monitored and resolved.
- e. If the consultant fails to provide all of the components of the Section II. Statement of Work in their proposal, points will be deducted in this evaluation criteria.

2. Company and Personnel Qualifications (20 Points)

- a. Provide a team profile, including names, resumes, project roles, and project time allocations, that you can commit to working on this project.
- b. List the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project.

3. Relevant Project Experience (25 points)

Provide information from at least three recent (within the past 2 years) projects of similar scope and relevance. Include, at a minimum, the following information: (1) organization name; (2) contact name; (3) contact information (phone number and email address); (4) brief description of project scope and value; (5) status of project; and (6) sample project deliverables. Note - The BCSD reserves the right to contact the references provided in your proposal as well as other references without prior notification to you.

4. Cost Value of Efforts (25 Points)

Provide a fixed price for the consulting services broken down per task listed. If applicable, subcontractors costs must be shown as separate items. These rates will be considered valid throughout the project and considered should related follow-on work be awarded. Specify your firm’s interest/ability to offer assistance/support after the

initial project is completed for ongoing, related support.

(Virtual) Interview Criterion

Based on the evaluation criterion indicated above, consultants may be selected for virtual interviews. There will be an additional criterion provided for this process, including and not limited to: providing additional examples/samples of the end product that the consultant is proposing or has previously used in a similar scope of projects.

SECTION VI. EVALUATION AND AWARD

A. PROPOSAL EVALUATION

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

In preparing responses, offerors should describe in great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the BCSD in selecting the most qualified offeror for this contract. Following is the evaluation criteria that will be used. Criteria will be assigned a points value.

- Project Approach - 30 Points
- Company and Personnel Qualifications - 20 Points
- Relevant Project Experience - 25 Points
- Cost Value of Efforts - 25 Points

Complete information should be submitted with your proposal.

B. DETERMINATION OF RESPONSIBILITY OF THE OFFEROR

The BCSD awards contracts to responsible vendors only. The BCSD reserves the right to make its offeror responsibility determination at any time in this RFP process and may not make a responsibility determination for every offeror.

The BCSD shall not be responsible for any pre-agreement expenses of any vendor, including the successful vendor, incurred prior to the commencement of the Agreement. All submitted Proposals become and remain BCSD property. Vendors shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, or disability.

It is the purpose of this RFP to obtain as complete a set of data as possible from each vendor. This will enable the BCSD to determine which vendor is best able to meet all of the criteria that are to be considered in the award of the Classification and Compensation Study.

By the act of submitting a Proposal, the vendor represents:

- a. that it has read and understands these RFP Documents including any issued Addendums;
- b. that it has familiarized itself with the conditions governing the proposed contract;
- c. that the Proposal is based upon the requirements described in these RFP Documents without exception;
- d. that the vendor is a recognized provider of the products requested with a proven history of providing products and service in the industry; and
- e. that the vendor has financial information on file relative to ownership of the bidding concern.

EVALUATION PROCESS AND ACCEPTANCE OF PROPOSALS

It is the intent of the BCSD to award a contract to the vendor submitting the Proposal which best suits its needs as determined by the BCSD in its sole judgment after evaluation of submitted Proposals.

After a recommendation for award has been made, the successful Vendor will be notified in writing and the appropriate documents will be prepared for commencement of the Contract.

CONTRACT TERMS FOR CLASSIFICATION AND COMPENSATION STUDY RFP

The following contract terms will be incorporated into the contract with the successful respondent. By signing this RFP, the respondent affirms that it consents to the terms set forth below.

A. Support Personnel

Vendor must provide in its Proposal a description of the support personnel available to assist the BCSD in the implementation of the contract. This information shall include the name of an individual employed by the vendor who will serve as the contact person for the BCSD.

B. Contract Compliance

A system of contract administration shall be maintained by the BCSD to assure vendor's compliance with the terms, conditions, and specifications of the contract and the bid specifications incorporated therein. Vendor agrees to cooperate fully with the BCSD in this contract compliance system.

C. Insurance

The vendor must provide a copy of certificate of liability, indicating its ability to comply with minimum insurance requirements. The vendor shall assume all responsibility for its actions and those of anyone else working for it while engaged in any activity connected with this Proposal. The vendor shall carry sufficient insurance to protect it and the BCSD from any property damage or bodily injury claims arising out of the contracted work.

In the event that the vendor fails to maintain and keep in force the insurance coverage as

herein provided, the BCSD shall have the right to cancel and terminate the established contract forthwith and without notice.

The vendor shall bear full responsibility for all risk of loss from equipment damage, and money or product loss resulting from vandalism or theft. The vendor shall not in any manner penalize the BCSD for any such losses.

D. Risk and Indemnification

During the progress of the contract work, the vendor shall assume all risk and bear all loss occasioned through neglect, negligence or accident, caused or contributed to by its personnel. Vendor hereby assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever, to all persons, whether employees or otherwise, and to property, arising out of or resulting from the services as herein set forth and provided by the vendor, and for any and all damages and/or injuries of any kind which shall occur in connection therewith. Vendor agrees to indemnify, defend and save harmless the BCSD, its agents, servants and employees from and against any and all losses, expenses, including legal fees and disbursements, damages and/or injuries arising out of or resulting from or occurring in connection with the execution of the work herein provided for.

E. Compliance with Laws and Regulations

The vendor shall be responsible for payment of all applicable taxes, including but not limited to sales, business privilege, and property. Vendors are expected to comply with all state, federal, local, and BCSD laws, regulations and policies that are applicable to the performance of this contract and the specifications herein and shall procure all necessary licenses and permits.

F. Interruption of Performance

The vendor recognizes and acknowledges that riots, war, public calamity, fire, earthquake, mine subsidence, Acts of God, government restriction, labor disturbance, or strike may result in interruption or cessation of performance of this contract. In such event, and with the exception of monies already due and owing, both parties' obligations shall be suspended and excused to the extent commensurate with such interfering occurrence.

G. Choice of Law

This Contract shall be interpreted in accordance with the laws of the State of Idaho.

H. Integration

This Contract shall constitute the sole, exclusive and final agreement of the parties, the terms, and conditions of which may not be varied without the express written consent of both parties.

I. Contract Implementation

The Vendor shall include with its Proposal a plan indicating the timeline for implementation.

PARTNERSHIPS/REFERENCES

Provide a complete history of your firm’s work with other K-12 school districts. Include a more detailed listing of at least four (4) K-12 public school district customers using the proposed system as references. Include in the detailed listing: the district name, contact person, telephone number, email, and description of the type of project and service provided by your firm. Preference for detailed references to include districts within mountain resort communities and/or within Idaho.

CLASSIFICATION AND COMPENSATION STUDY RFP TIMELINE

Date	Milestone
March 8, 2021	RFP published
March 15, 2021, 12:00 pm	RFP closes
March 15, 2021	Committee review proposals
March 16, 2021	Vendor selected and recommendation to Board of Trustees for approval
March 29, 2021	Vendor begins work with BCSD Team