



REQUEST FOR PROPOSALS (RFP)
FOR A
COMPREHENSIVE CLASSIFICATION &
COMPENSATION STUDY

Proposals Due: October 11, 2019

I. OBJECTIVE

The Greater Los Angeles County Vector Control District (GLACVCD) is seeking proposals from qualified firms for consulting services to conduct a District-wide Comprehensive Classification and Compensation Study.

II. PROPOSAL SUBMITTAL

Email completed proposal to rknot@glacvcd.org with the subject line: Comprehensive Classification and Compensation Study 2019. Or, you may deliver one (1) sealed unbound hardcopy no later than **3:00 PM on Friday, October 11, 2019.**

The District's Mailing Address is:

**Greater Los Angeles County Vector Control District
Attn: Richard Knott, Director of Human Resources
12545 Florence Ave.
Santa Fe Springs, CA 90670**

Proposals received after the submittal deadline stated above will not be considered. Once received, the proposal and supplementary documents become the property of the District and may be subject to the California Public Records Act.

III. INQUIRIES

For all questions and inquiries related to this Request for Proposals (RFP), please contact:

Richard Knott, Director of Human Resources
Greater L.A. County Vector Control District
Santa Fe Springs, CA 90670
rknot@glacvcd.org
(562) 944-9656

IV. POSTING AND CLOSING

The below dates may be subject to change.

RFP Posting Date:	September 4, 2019
RFP Closing Date:	October 11, 2019

V. ABOUT GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves more than 6 million residents in a 1,340 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

District Headquarters is located at 12545 Florence Ave. Santa Fe Springs, CA 90670. The District's main telephone number is (562) 944-9656 and the website can be found at www.glacvcd.org.

The Sylmar branch is located at 16320 Foothill Blvd., Sylmar, CA 91342. The branch's telephone number is (818) 364-9589.

The District has 88 full-time regular employees, 36 seasonal employees, and 1 full-time contract employee, along with a governing Board of Trustees made up of 36 representatives throughout the County.

VI. PURPOSE

The District is seeking fixed price proposals from qualified firms that have significant experience conducting salary surveys and comparative compensation analyses involving public agencies. Firms submitting proposals are expected to perform the required services as outlined in the below scope of services. The expected completion date is within eight (8) months of the signed agreement.

VII. SCOPE OF SERVICES

The Scope of Services may be modified through written addendum issued by the District. All full-time regular, contract, and seasonal classifications are to be included in the study. The following essential services are to be included in the study:

- Conduct a comprehensive classification and compensation survey using comparable public agencies, utilizing job titles, duties, and responsibilities based upon the job description specifications from the District.
- Conduct a total compensation analysis to provide the District with an accurate assessment of how its compensation plan compares with comparable public employer agencies. The total compensation analysis includes the employer cost for benefits including but not limited to: base salary, "cash-in-lieu" benefit, annual

partial cash-out of sick and vacation pay, certification pay, mileage reimbursement, Public Employee Retirement System (PERS), etc.

- Conduct analysis of employer paid insurance premium contributions for health, dental, vision insurance, and short-term disability.
- Conduct an analysis of leave benefits including holidays, sick leave, administrative leave, and vacation.
- Complete an internal base salary relationship analysis.
- Salary and/or benefit recommendations for each classification included within the study.
- Fair Labor Standards Act Exempt / Non-Exempt recommendations for relevant classifications included within the study.
- Assign a salary range to each classification which reflects the results of the market survey. This will include an explanation of the specific methodology used in determining salary range.
- Present and explain the results of survey to the Board of Trustees, General Manager, Directors, and relevant personnel.
- Assist in the development of a strategy for implementing any salary compensation and benefit recommendations, as well as reclassification of positions.

VIII. PROPOSAL REQUIREMENTS

In order to be considered for selection, each proposing firm shall submit a proposal which includes the following:

- A brief cover letter summarizing key points of the proposal. It must be signed by an individual with authority to bind the proposer and should state that all conditions contained in the attached proposal are valid for a period of at least 90 days.
- The firm shall state why it believes it is qualified to provide the services described in this this Request for Proposal. Provide a summary of your firm's qualifications, including background and experience. Please indicate your firm's experience in undertaking similar projects and the experience of the team proposed for this project.

- The number of number of years the firm has been in business.
- Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties and resumes for each individual listed. Resumes must list education, training, professional work experience, and a list of work performed comparable to that described within this RFP. Indicate in your proposal any portion of work that would be performed by a sub-contractor.
- Provide a project schedule identifying start and end dates including milestones, submittal of deliverables, and each task required for the successful and timely completion of the project. Desired completion of the project is six (6) calendar months.
- Total All Inclusive Maximum Price. The cost estimate should contain all pricing information relative to performing the project as described in this request for proposal. The all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. The proposal should also include a schedule of professional fee rates by partner, specialist, supervisor and staff level. Invoices are to be based on actual costs incurred up to the maximum price.
- Additional Professional Services – If it should become necessary for the District to request the firm to render any additional services to either supplement the services requested in this request for proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth by the District's General Manager. Any such additional work agreed to between the District and the firm shall be performed at the same rates set forth in the final agreement. A written contract amendment will be required for any such additional work that necessitates an increase in the maximum contract price.
- Proposal Costs – The District is not liable for any costs incurred by a proposer in responding to this request, attending an interview, or for any other activity prior to award of the contract to the selected proposer.
- Right to Select or Reject – The District reserves the right, in its sole discretion, to select the proposal which it determines will best serve the needs of the District, or to reject any and all proposals submitted, and to request additional information on all proposals.