



REQUEST FOR PROPOSAL Classification & Compensation Study

INTRODUCTION

The Boulder City Library District (BCLD) is requesting proposals for consulting services to conduct a Classification & Compensation Study as described herein.

Boulder City Library District was established in 1943. BCLD is a rural library district serving Boulder City, Nevada. BCLD is an independent government agency overseen by a five member Board of Trustees; the position of Director is selected by the Board. Boulder City Library District serves an estimated population of 15,000.

Boulder City Library District provides services through a single branch, homebound services, outreach, and its website. BCLD currently has 26 employees, made up of full and part-time employees, at managerial and non-managerial levels. New job descriptions were completed for all positions this year. The Library is seeking separate proposals for full-time classifications (Attachment A) and part-time classifications (Attachment B).

PURPOSE AND OBJECTIVES

The purpose of the Classification & Compensation Study is to address changes in Library operations and staffing over the last several years, which may have affected the type, scope and level of work being performed.

The objective is to have a credible Classification & Compensation Plan that recognizes these changes; ensures positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are classified together; provides salaries commensurate with assigned duties; clearly outlines promotional opportunities and provides recognizable compensation growth; provides justifiable pay differential between individual classes; and maintains currency with relevant labor markets. In addition, the Library seeks recommendations on staff alignments, reporting relationships and organizational structure.

SCOPE OF WORK

The project shall include, but is not limited to the following activities:

A. Classification Plan

1. Consultant to meet with staff to discuss study and agree on methodology and Position Description Questionnaire (PDQ) to be used.
2. Consultant to meet with Managers to explain study and processes to be used.
3. Consultant to meet with employees to explain the study, methodology and PDQ.
4. Employees to complete PDQs; supervisors, managers and/or directors review and comment (not change). Copies of the completed PDQs will be returned to employees following supervisor,

manager and/or department director review and comment.

5. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

6. Consultant to compare PDQ, interview and job audit results to existing job descriptions.

7. Consultant to update and/or create class specifications as needed to uniformly reflect distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements, standby/call-out responsibilities, etc., for all classifications.

8. Consultant to identify management, supervisory, professional, and general employees, including FLSA status (exempt/non-exempt).

9. Consultant to draft and submit proposed class specifications for review by Library. Consultant will recommend, if appropriate, classification series and levels within the series. In addition, Consultant to review reporting/organizational structure and make suggestions.

10. Consultant to present proposed class specifications to employees and supervisors for review, and receive and incorporate input prior to classification determination.

11. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.

12. Consultant to identify career ladders/promotional opportunities for each classification.

B. Compensation Survey

1. Consultant to determine appropriate labor market for compensation survey (e.g., Henderson, North Las Vegas, Las Vegas).

2. Consultant to conduct salary survey by comparing monthly maximum base salary for each existing classification. Included in the survey will be the benefit structure for the selected entities.

3. Consultant to recommend appropriate salary range for each existing or proposed position based the Classification Plan and on the compensation survey results, and internal relationships and equity.

4. In addition to Number 3 above, Consultant to recommend salary range for each position based on median and mean salary of the comparable cities. In addition, consultant to prepare new salary step plan.

C. Study Conclusion

1. Consultant to prepare written report of recommendations, including discussion of methods, techniques and data used to develop the Classification & Compensation Plan.

2. Consultant to provide instructional information to allow Library staff to conduct individual salary audits and adjustments consistent with study methods until the next formal study is conducted.

3. Consultant to attend meetings, if requested, throughout the process with Director and management staff and/or the Board of Trustees to explain methodology, survey results and

recommendations.

PROPOSAL FORMAT

Each proposal should be organized to clearly address the following requirements, as a minimum:

A. Agents and Address

List the address, email address, telephone and FAX numbers of the office from which the services are to be provided. Designate the person to serve as project manager and list the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP. Resumes summarizing the qualifications and experience of the individuals who will be conducting the study must be provided.

B. Statement of Methods and Procedures

Provide a statement describing the Scope of Work as you understand it, and describe the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested. Provide a sample Position Description Questionnaire (PDQ).

C. Structure and Content of Work Product

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

D. Work Schedule

Provide a timeline indicating tasks required and the start/completion dates for each. It is expected the work will commence as soon as possible after August 24, 2017, and be completed on or before October 5, 2017. Consultant will present final recommendations and implementation to BCLD Board of Trustees on October 18, 2017.

E. References

All proposals should include names, addresses, telephone numbers, and contact persons at three (3) other public entities for which comparable services have recently been performed.

F. Fee

The fee proposal shall be sealed in a separate envelope labeled 'FEE PROPOSAL', which will not be opened until after other factors have been considered. The fee should include:

1. A total cost estimate and not to exceed amount for the work described under Scope of Work;
2. A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses; and
3. Amount to be deducted from total cost estimate because Consultant is conducting (or has conducted in the past six months) salary surveys of comparable jurisdictions/positions, the data from which can be shared rather than independently gathered.

SUBMITTAL

Five (5) identical copies of the proposal shall be addressed to BCLD as follows:

Boulder City Library District
Attn: Kimberly Diehm, Director
701 Adams Boulevard
Boulder City, Nevada 89005
CLASS & COMP PROPOSAL

and received by BCLD by 5 pm PST on Tuesday, August 1, 2017. Although proposals **may be opened and reviewed prior to the closing date, they will not be** disclosed to competing firms or the public until after contract award. Such award will not necessarily be based on the lowest maximum fee proposed. BCLD reserves the right to reject any or all proposals and waive any informality as may occur in the proposal process.

Proposals must be signed by representatives of the consulting firm who have the authority to bind the consulting firm to its provisions. The proposal or a letter accompanying the proposal must state that the proposal remains valid for a period of at least sixty (60) days.

PROPOSED RFP SCHEDULE

BCLD will follow a proposed schedule, which should result in the selection of a consulting firm to begin work on the Classification and Compensation study August 25, 2017.

1. Issue RFP	June 30, 2017
2. RFP Inquiries Due	July 17, 2017
3. Proposals Due	August 1, 2017
4. Review of Proposals	August 7-8, 2017
5. Notify Selected Finalist	August 17, 2017
6. Award and Sign Contract	August 24, 2017
7. Submit Findings and Recommendations	October 6, 2017
8. Present to Board of Trustees	October 18, 2017

AWARD CRITERIA

Proposals will be evaluated on various criteria including but not limited to:

- Approach to the performance of the study and satisfaction of BCLD requirements.
- Demonstrated professional skills and credentials of staff to be assigned to the study.
- Proposal quality and references.
- Demonstrated understanding and success at working with employees who may not have participated in this type of process.
- Demonstrated ability to communicate well with a variety of people who may have different educational levels and work experience.
- Ability to perform the work within the stated timeframe.
- Overall cost and fees to be charged.

CORRESPONDENCE REGARDING THE RFP

All questions or requests for information should be submitted in writing to Kimberly Diehm via email at bcdirector@bclibrary.org. BCLD reserves the right to share answers with other proposers if it is determined that the answers would give unfair advantage to one proposer.

All correspondence regarding this RFP must be in writing. It is an explicit provision of this Request for Proposal that any oral communication is not binding on BCLD's proposal process or award of the contract.

TERMS AND CONDITIONS

- A. BCLD reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. BCLD reserves the right to request clarification of information submitted and request additional information from the service provider.
- C. BCLD reserves the right to modify the frequency and/or scope of services for each item within the RFP up until July 17, 2017.
- D. BCLD reserves the right to award any contract to the next most qualified contractor, if the selected contractor does not execute the contract within thirty (30) days after the contract was awarded.
- E. The proposal shall include those prices necessary to cover the cost of all items required to perform the work as set forth in the RFP documents. No allowance of any kind whatsoever will be made to any proposal because of lack of such examination or knowledge. The submission of a proposal shall be conclusive evidence that the proposer has made such an examination.
- F. Any proposal may be withdrawn up until the date and time set forth above for the RFP proposals due date and time. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to BCLD the services described in the attached specifications, or until one or more of the proposals have been approved by BCLD administration, whichever occurs first.
- G. BCLD shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFP.
- H. BCLD reserves the right to make, at any time during the Contract, such changes in the Work as BCLD deems necessary for budgetary, operational, or other reasons. Such changes shall be made by reducing or eliminating portions of the Scope of Services as submitted by the Contractor with the proposal and by reducing the Contractor's compensation commensurately. BCLD shall give the Contractor thirty (30) days' notice of any such changes in the Work.

ATTACHMENTS

Attachment A Full time classifications

Attachment B Part time classifications

ATTACHMENT A

**FULL TIME CLASSIFICATION SPECIFICATIONS FOR
BOULDER CITY LIBRARY**

Information Services & Technology Manager
Technology Assistant

Youth Services Manager
Youth Assistant III
Youth Assistant II
Youth Assistant II

Assistant Director & Cataloging Manager
Cataloging Assistant Manager
Cataloging Assistant
Cataloging Assistant & Homebound Coordinator

Circulation Manager
Circulation Assistant Manager
Circulation Assistant II
Circulation Assistant II
Circulation Assistant III & Bookkeeper

Facilities Manager

ATTACHMENT B

**PART TIME CLASSIFICATION SPECIFICATIONS FOR
BOULDER CITY LIBRARY**

Information Services Substitute
Adult Shelver

Youth Assistant II
Youth Shelver

Circulation Assistant II
Circulation Substitute
Circulation Substitute
Circulation Substitute

Facilities Assistant