



**County Of Siskiyou**

**Request for Proposals (RFP)**

**RFP # CAO 21-06 – County Administration**

**For**

**Classification and Salary Consulting Services**

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**Proposals may be mailed, delivered, or emailed to:**

**Anna Hendricks**  
Management Analyst  
County Administration  
1312 Fairlane Rd. Yreka  
California, 96097  
Email: [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us)

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**Proposals Due by:**  
**September 1, 2021**  
**4:00 PM**

# County of Siskiyou Request for Proposals

For

## Classification and Salary Consulting Services

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

### Estimated Timeline of Events

Date	Activity
August 13, 2021	Release of Request for Proposals (RFP)
August 20, 2021	Deadline to Submit Questions
September 1, 2021	Submission of Proposals due by 4:00 PM
September 1- September 9, 2021	Review of Proposals
September 10, 2021	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

## **1.0 Preface**

The County of Siskiyou, hereafter referred to as "the County," is requesting proposals for consulting services to conduct a countywide employee classification and compensation study.

The County of Siskiyou is a rural County located in Northern California. It is the fifth-largest County by area, stretching out over 6,347 square miles. It has a population of 44,962 as of the 2010 census. Siskiyou County borders Oregon to the North, Modoc County to the East, Shasta County to the South, and Del Norte and Humboldt Counties to the West.

The County is managed by a County Administrator appointed by the five-member Board of Supervisors. It currently employs approximately 660 employees across thirty-two departments. There are close to 341 classified positions within those departments (see Attachment A - Salary Schedule). The last classification and compensation study was completed in 2003. Since that time, positions have been added or eliminated as Departments felt necessary, but no major updates have been made to the classification or salary systems since that time.

The County's Objectives are to:

- Attract and retain qualified employees
- Ensure positions performing similar work with essentially the same level of complexity, responsibility and knowledge, skills, and abilities are classified together and compensated similarly
- Provide salaries commensurate with assigned duties
- Provide recognizable compensational growth
- Provide justifiable pay differential between individual classifications
- Maintain a competitive position with other comparable government entities and private employers within the same area as well as similar counties

## **2.0 Scope of Services**

The services the successful Proposer will be expected to provide include, but are not limited to:

1. Meet with the County to review, discuss, and finalize needs assessment and project goals, process, schedule, and other administrative details.
2. Review and analyze existing pay philosophy. Make recommendations for updates and/or changes to existing policies, practices, and other information.
3. Provide a comprehensive evaluation of every job classification within the County to determine relative worth within the organization for internal equity and the establishment of pay ranges and step progressions. Classification specifications include but are not limited to the following:
  - Summary of classification
  - Distinguishing characteristics
  - A complete description of essential job functions
  - Required and/or desired knowledge, skills, and abilities
  - Requirements and/or desired education, experience, and certifications
  - Working environment and/or conditions

- License, certifications, driving requirements, and physical requirements in compliance with the Americans with Disabilities Act (ADA)
  - Appropriate exempt and not-exempt designation under the Fair Labor Standards Act (FLSA)
4. Identify comparable organizations and competitive labor market comparisons for position classifications and conduct a full compensation survey, complete with recommendations and cost of implementation. Analysis should take into account:
    - Base salary
    - Retirement plans
    - Health insurance including medical, dental, vision, short and long-term disability, life and accidental death, and dismemberment insurances
    - Paid time off including but not limited to vacation, sick, overtime, and holidays
    - Tuition reimbursement
    - Employee assistance programs
    - Financial wellness programs
    - Longevity pay
  5. Analyze and recommend changes to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well as classification groups.
  6. Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis. Recommendations should also take into account the impacts of the California Minimum Wage increases set for upcoming years.
  7. Review and report on efficiency of current recruitment, examination, and selection practices. Make recommendations accordingly.
  8. Evaluate and make recommendations on current labor relations, employee relations, succession planning, organizational development, conflict resolution practices, and HR administrative services.
  9. Provide alternative methods to address internal inequities, pay compression, retention, hard-to-fill positions, and market adjustments.
  10. Work with the County Administrator, Personnel Manager, Auditor/Controller, and other key staff in implementing the plan and strategies and maintaining the program in the future.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

### **3.0 Submission Requirements**

**Proposal Format** - Proposals must contain the following:

**1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

**2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Please include all previous experience in the public sector.

**3. Company Profile**

- a. Provide a brief description of your company, including structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

**4. Approach:**

- a. Provide a description of the methodology developed to perform all required services listed in the Scope of Work and an estimated timeline for the work to be performed.

**5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided

**6. Price Proposal:**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services. Please include any exceptions to the scope of work and list costs for any recommended services separately.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**3.1 Conflict of Interest:**

Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

## 4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer (s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals. The County will only consider contracting with Proposer who will abide by all local, state, and federal regulations.

## 5.0 General Information

### 5.1 Submittal Guidelines

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at County Administration, 1312 Fairlane Rd. Yreka, CA on or before **September 1, 2021, at 4:00 PM** (ATTN: Anna Hendricks, Management Analyst).
- **Mailing:** Hard copy proposals by way of mail must be mailed to P.O. Box 750 Yreka, CA 96097 and postmarked by **September 1, 2021**. (ATTN: Anna Hendricks, Management Analyst)
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Anna Hendricks, Management Analyst at [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us), and must be received by **September 1, 2021, at 4:00 PM**

Proposers shall provide one (1) original copy with signature and Three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy

Proposers are asked to direct all inquiries related to the project(s) to Anna Hendricks by email, [ajhendricks@co.siskiyou.ca.us](mailto:ajhendricks@co.siskiyou.ca.us), or by phone at (530) 842-8003.

## **5.2 Insurance Requirements**

The County requires all contractors to keep in full force and effect a commercial, general liability, automobile policy, or policies of at least One Million Dollars (\$1,000,000), combined limit for bodily injury and property damage. (Please see Attachment C - Contract Template)

## **5.3 County Responsibilities**

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

Attachment A – Salary Schedule

Attachment B – Siskiyou County Organizational Chart

Attachment C – Contract Template