

# VVTA RFP 2024-05 COMPENSATION AND BENEFITS STUDY ADDENDUM NO. 1

February 15, 2024

This addendum is provided to all known prospective proposers for clarification of the subject Request for Proposal (RFP).

The following are questions received prior to the deadline for questions on Friday, February 9, 2024, and the responses from VVTA Staff:

Q1: “Are all 31 jobs in the scope of this analysis currently compensated on the same salary schedule/structure?”

A1: Yes, however, with CPI and Merit increases (approved during annual budget approval by the Board of Directors). Some of the positions may exceed the initial steps and ranges created in 2017.

Q2: “Are any of the 31 jobs in the scope of this analysis represented by a labor union or bargaining unit?”

A2: No

Q3: “Do all 31 jobs in the scope of this analysis have updated, written job descriptions?”

A3: 95% of the descriptions have been updated within the past few years.

Q4: “Attachment A Section III (Scope of Services) and Section IV (Project Deliverables) appear to focus on compensation analysis. We note that the RFP outlines additional objectives focused on an assessment of proper classification and recommendations related to reporting/organizational structures. Is VVTA seeking additional deliverables not currently listed in Section IV related to the classification portion of this project?”

A4: No. The focus of this solicitation is on compensation analysis. Reporting and organizational structures are not the priority for this project.

Q5: “The RFP states an anticipated period of performance of 180 days. Is this inclusive of only the deliverables listed in RFP Section IV, which are the compensation-related deliverables? Or does VVTA also seek classification- and job description-related deliverables within this timeframe?”

A5: The term for the resulting contract shall be 180 days start to finish.

# VVTA RFP 2024-05 COMPENSATION AND BENEFITS STUDY ADDENDUM NO. 1

Q6: “RFP Section II (Purpose) mentions that the consultant may be asked to develop new job description(s) and salary ranges for vacant or new positions. Approximately how many new job descriptions will be requested, and are these all within the Human Resources department?”

A6: With almost 30 employees, VVTA is seeking – 1 HR position appropriate to VVTA’s size (Currently HR is assigned to the Clerk of the Board/Executive Assistant with CEO oversight); and 1 other job description under Operations for bus stop shelter cleaning and maintenance.

Q7: “Is there any additional context you can share for the Attachment A, Section III (Scope of Services) discussion of “a belief that most employment positions in the Victor Valley area can be less compensated....” in paragraph 9?”

A7: Prior to the pandemic the Victor Valley was seen as more an affordable suburban community compared to nearby urban areas. However, since then the increases in inflation and more opportunities for remote work, this may no longer be true.

Q8: “What process or evaluation tool are you currently using to classify each job/position?”

A8: Local market research.

Q9: “Do you wish to include an employee survey to assist in analyzing whether jobs/positions are in appropriate classifications or pay grades?”

A9: VVTA will determine if needed with the awarded contractor.

Q10: “When was the last time you completed a compensation study?”

A10: 2017

Q11: “Is there an incumbent vendor providing similar services to those in this RFP?”

A11: Not since 2017.

Q12: “What role (if any) will personnel outside of Human Resources have in this project? For example, will the consultant interview incumbents, supervisors, or department leaders to understand current classifications or pain points?”

A12: VVTA anticipates at the Director level only.

# VVTA RFP 2024-05 COMPENSATION AND BENEFITS STUDY ADDENDUM NO. 1

Q13: "Are you willing to share a budgetary range that you consider feasible so we may appropriately scale the level of effort for this project?"

A13: No

Q14: "to i. *Summary of Contracted Services - II. Proposer must list all services, equipment, and facilities that the proposer has provided and/or operated under contract during the past five (5) years. Include company name, address, phone number, and contact...* Can you clarify further exactly what you're looking for here please?"

A14: As per the RFP, please provide any references from the past 5 years when your company provided a similar service as requested in this solicitation.

Q15: The previous contractor conducted a compensation and benefits study for VVTA in 2017. Were any of those recommendations implemented and if so, which ones?"

A15: VVTA will discuss this with the awarded contractor for this project.

Q16: "Are any employees represented by unions? If so, provide the names of unions/Collective Bargaining Agreements."

A16: See A2 above.

Q17: "Has the VVTA established a budget for this project? If so, will that amount be shared with bidders?"

A17: See A13 above.

Q18: "What is the expected timeline for the project and when does the VVTA need final results/recommendations?"

A18: See A5 above.

Q19: "Does the VVTA want the consultant to include both public and private sector data for comparison in the market survey? Private sector companies rarely respond to custom surveys, so (proposer) utilizes reputable published sources to represent the private sector. Is that an acceptable alternative to the VVTA?"

A19: Both public and private sector data may be used where needed using reputable published resources.

# VVTA RFP 2024-05 COMPENSATION AND BENEFITS STUDY ADDENDUM NO. 1

Q20: "Does the VVTA want the consultant to develop recommendations regarding pay policies?"

A20: Yes.

Q21: "Does the VVTA want the consultant to calculate the cost of implementation for our recommendations?"

A21: No.

Q22: "Does the VVTA want the consultant to provide assistance with implementation and/or training?"

A22: No.

Q23: "Have the classification specifications been updated within the last two years? These will be used in the Compensation Analysis."

A23: See A3

Q24: "Is VVTA seeking a complete classification study (consisting of employee-completed questionnaires, interviews with each employee, and new descriptions for each classification/job)? Or is the focus of the classification study on reviewing VVTA's current descriptions and making recommendations for compliance with employment laws?"

A24: VVTA would like the classifications study to focus on reviewing VVTA's current job descriptions and to make recommendations to comply with employment laws.

Q25: "To confirm, will all of VVTA's 31 descriptions and 30 employees will be included in the study?"

A25: Yes

Q26: "The RFP references agencies and businesses. Is VVTA interested in including data collection from the private sector in addition to public sector agencies in the compensation study?"

A26: See A19 above.

# VVTA RFP 2024-05 COMPENSATION AND BENEFITS STUDY ADDENDUM NO. 1

Q27: "Recommendations for reporting relationships and organizational structure are typically made through an organization study which gathers information on factors such as work volume, work flow, etc. that are normally not studied in a classification or compensation study. Would VVTA like to have an organizational study component included in the proposal and cost proposal?"

A27: See A4 above.

Q29: "Is the 180-day project duration flexible?"

A29: This will be negotiated with the awarded contractor.

As stated in the RFP, all addenda must be acknowledged. Please use the acknowledgement form in Attachment E of the RFP to acknowledge receipt of this addendum. Failure to acknowledge any addenda to this RFP may be a cause to deem Proposer "Non-Responsive."