June 10, 2022  
Bulletin No. 1  
RFP No. 2085: Classification and Compensation/Benefits Study

The following response(s) is provided per question(s) submitted by Bidder(s):

1. **Question:** Do you have a timeline you want to start the study? Due to very high demand for our services, we would be unable to begin until January 2023. Would this timeline work for the College?

   **Answer:** Per our CBA, the consultant will begin to conduct a classification and compensation survey starting no later than October 1, 2022. The results will be returned no later than March 1, 2023.

2. **Question:** The RFP states this study will address 172 member positions. Can you tell me the total number of employees that are part of this study?

   **Answer:** 260

3. **Question:** Does this study include part-time and full-time employees and if yes, can you tell me how many employees in each group?

   **Answer:** Yes, 35 are part-time and 225 are full-time

4. **Question:** Would the college be open to having the study conducted 100% virtually with no on-site visits?

   **Answer:** The college is open to having the study conducted 100% virtually with no on-site visits. However, if a need arises during the course of the work that requires the consultant to come on site, it is the expectation of the college that the consultant will be available to do so.

5. **Question:** Page 1: Is the Response Closing Time 4p or 5p? Page 5, Article 15.C states that the District closes at 4p, however the Closing time on Page 1 is listed as 5p.

   **Answer:** 5pm

6. **Question:** Page 2, Article 2: How many employees are represented in the 172 bargaining unit member positions?

   **Answer:** Out of the 260 classified employees, 230 pay dues.
7. **Question**: Page 2, Article 2: Is there any chance to start earlier than September 1, 2022...knowing the required completion date?

**Answer**: Yes, our CBA requires that the work begin no later than October 1, and the consultant is welcomed to begin earlier.

8. **Question**: Page 9, Article C.2: Are we able to group interviews together, with District approval?

**Answer**: Yes

9. **Question**: Page 9, Article C.2: Are we able to conduct interviews virtually, at our discretion? If not, when can we and when can we not?

**Answer**: Interviews may be conducted virtually so long as the individuals interviewed consent to it.

10. **Question**: Page 9, Article C.2.c: Do you have a minimum percentage of interviews/desk audits?

**Answer**: We expect all 260 employees to be invited to participate in an interview, although we are open to group interviews.

11. **Question**: Page 9, Article C.3: How many benchmark Districts are you expecting the Consultant to capture? Recommendation, 8 minimum.

**Answer**: 8-10

12. **Question**: Page 9, Article C.3: Will the District be providing the exact comparative Districts or is it expected that the Consultant recommend them?

**Answer**: We expect the Consultant to recommend them based on location, size, etc.

13. **Question**: Page 9, Article C.3: Do you have a list of benchmark districts already established? If so, are you able to provide that list to us prior to our proposal submittal?

**Answer**: See answer 12.

14. **Question**: Page 9, Article C.4: Do you plan to have a Steering Committee that we are required to meet with and update periodically? If so, how often shall we meet with them? Steering Committees are typically comprised of District Staff, CSEA, and Commission representatives. We are recommending this Committee to enhance transparent communication and process “buy-in”.

**Answer**: We do not plan to have a steering committee. We are not governed by Personnel Commission, and the District and CSEA will be collaborating together on this project and meeting with the consultant.

15. **Question**: Page 10, Article D: Do you have a budget (or budget range) in mind for this project that you can share?

**Answer**: No
16. **Question**: Page 10, Article E: Do the references need to be letters from the respective districts or can we simply list the references and their contact information in our proposals?

**Answer**: They should be letters of reference, although the District reserves the right to contact any of the references.

17. **Question**: Page 10, Article E: If we have multiple references from K-12 School Districts in California, do we have to have one completed California Community College District reference or can it be from a Community College in another State?

**Answer**: A community college from another state is acceptable.

Sincerely,

Felix G. Sarao
Director - Contract Management and Vending Services