

# Center School District

Request for Proposal (RFP)

## **RFP Compensation Study:**

Job Description, Legal Compliance, and Strategic Compensation Design

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### **Request for Proposals**

Center School District is accepting proposals from qualified professional consulting services to conduct a comprehensive compensation study to include the review and development of job descriptions, the review and development of a market compensation plan, and a thorough review of current salary schedules utilized in the school district. Based on this study, a comprehensive report is to be created along with a plan for successfully implementing the necessary changes.

The study shall be made in accordance with generally accepted compensation methods and in accordance with applicable federal and state laws. The study will be expected to commence September 15, 2018 with final written recommendations to the Board of Education not later than March 25, 2019.

It is intended for the Executive Director of Human Resources or his/her designee to be actively involved in the preparation of the project. As part of the proposal, the Consultant may be required to reach an agreement as to which portions of the Study shall be the responsibility of the Human Resources staff. It shall be the Consultant's responsibility to complete all other support documentation and reports.

Proposals will be accepted by the Center School District #58 until 4:00 p.m., September 6, 2018. One original and three copies of the proposal shall be submitted in a sealed envelope, and the name and address of the submitting firm shall be clearly marked on the outside of the envelope. The sealed proposal shall be labeled and properly addressed to the District

as follows:

**RFP 14-07 Compensation Study** Center School District  
**Attn: Dr. Kyle Palmer, Executive Director of Human Resources**

**8701 Holmes Rd. Kansas City, Mo. 64131**

It shall be the sole responsibility of the consultant to ensure that the sealed proposal is submitted by the time and date specified. Any proposal received after the appointed time shall not be accepted under any circumstances. Such proposals will be returned to the firm unopened. Any uncertainty regarding the time a proposal is received shall be solved against the firm.

Proposals must be typed in no less than 12-point font throughout the document, and submitted on 8 1/2 by 11 inch paper. Emphasis must be placed on addressing all the requirements of the RFP in a clear and concise manner.

Any proprietary information shall be clearly marked as confidential. Any portion of the proposal that is not clearly classified as proprietary and clearly marked as confidential may be released by the Center School District upon receipt of a valid FOIA request.

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No proposer may withdraw his proposal after the hour set for receiving the proposals, or before award of Contract, unless award is delayed for a period exceeding forty-five (45) calendar days.

### **Objective**

Center School District #58 requests proposals from highly qualified consultant experienced in the design of position classification and compensation systems. The selected consultant will assist in the development of a competitive market-based compensation plan that will enable the District to **establish and maintain an equitable and easy to**

**administer classification and compensation system for both FLSA exempt and non-exempt positions.**

**Background**

Center School District operates eight schools with a combined enrollment of 2,600 students. This includes an early childhood building, four elementary schools, one middle school, one high school and one alternative school. The district employees approximately 470 full and part-time certified, classified and support employees. All full and part-time certified, classified and support employees will be impacted by this Study. Currently there are at least 275 identified certified, classified and support jobs, distributed across multiple salary schedules. This information will be provided for review upon request.

**Scope of Services Required**

The scope of services required shall include, but not be limited to, the following:

Job Description Development

1. Update all position descriptions to accurately reflect essential and marginal job functions, job related qualifications.
2. Provide recommendations for classifying each position as exempt or non-exempt (FLSA).
3. Review classification specifications and determine the proper grouping or allocation of positions into job titles/classifications.
4. Allocate all employees included within the scope of the study to an appropriate job title, job class and exempt or non-exempt status.
5. Review and provide feedback on the structure of all salary schedules currently being utilized in the school district.

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## **Compensation Plan:**

1. Conduct a market analysis of classification plans and subsequent compensation packages of regional and statewide districts comparable in size of services, workforce, and/or budget. Determine the external competitiveness of Center School District #58's compensation plan for comparable positions relative to health benefits, retirement benefits, paid time off, and salary and wage range.
2. Complete an internal salary relationship analysis, including the development of appropriate internal relationship guidelines.
3. Develop an internally equitable and externally competitive pay structure and determine salary recommendations for each class included within the study.
4. Provide an implementation plan including calculating the cost of implementation.
5. Prepare cost analysis for positions that fall below the proposed minimum salaries following reclassification.

## **Other**

1. Design process for reviewing new positions and ongoing positions.
2. Present results of Study to District stakeholders (e.g. the Superintendent, the Board of Education, the Study Committee, relevant bargaining groups, employees and supervisors).
3. Provide staff training to maintain and revise system as needed.
4. Develop a strategy for implementing recommendations. [L]  
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## **Required Proposal Contents/Evaluation Criteria**

Please respond to each section fully and completely in order to assure that your firm receives full credit when your proposal is reviewed and rated by Center School District #58.

### 1. Introduction/Qualifications:

Legal name of consulting firm

Structure

Mailing and street address

Telephone number

Email address

Name of authorized representative

Title of authorized representative

Signature of authorized representative

### 2. Company Background and History:

- Recent experience in conducting similar studies
- Recent experience in classification and compensation management consulting
- Recent experience in evaluating compensation systems for internal equity and external competitiveness
- Accomplishments in developing classification and compensation systems for public employers

### 3. Compensation Study References:

Listing of present and former school districts or governmental clients for whom the local office of the firm has performed compensation management services similar

to those outlined in the RFP within the past three years, including names, addresses and phone numbers of the persons who may be contacted as referenced

4. Project Team Qualifications:
  - Project manager's resume and qualifications
  - Professional resumes of all other consultant staff to be involved in the study and a clear indication of the responsibilities of each
5. Scope of Work: Description of Methodology (to minimally include):

Specific components of the Project:

- Planning
- Project Management
- Job Analysis
- Focus Group Interviews
- Validation of Data
- Job Valuation
- Job Description Drafts
- Compensation Structure Analysis
- Review of Internal Equity Points
- Factor Data Analysis Findings
- Market Survey Design
- Classification Data Collection
- Data Analysis
- Classification Findings
- Strategic Compensation System Design Preliminary Findings

Final Report

- Final Report Presentation
- Final Recommended Job Descriptions
- Software Applications
- Software Customization
- Software Training

- Software Installation
- License and Client Report

### **Project Integration**

6. **Project Timeline:** Describe and outline the tasks that the consultant believes are necessary to complete the Study including a proposed timeline, dates and milestones. Indicate which tasks the project manager will perform and which may be performed by the other consultant staff. Explain in detail what, if any work Center School District will be required to perform. Successful Bidder will be expected to commence the Study on November 15, 2018, with final written recommendations to the Board of Education not later than June 29, 2019. Timeline will be flexible upon discussion with the selected group.
7. **Recommend Appeals Process:** Describe and outline the process for an employee to question the generated job description and job classification.
8. **Ongoing Maintenance of Job Classifications:** Describe and outline the procedure for equipping Center School District with the information, training and tools needed to maintain the accuracy of the job description design and compensation structuring provided by the Project itself.
9. **Project Cost and Method of Payment:** Please provide a detailed project budget.

### **Criteria for Evaluation of Proposals**

1. Applicable Professional Experience and Qualifications
2. Study Design, Approach and Methodology
3. Employee Relations
4. Timeline for Completion of Study
5. Cost Reasonableness

## **Selection Process**

The District reserves the right to accept or reject any and all proposals that are in the best interest of Center School District, and to be the sole judge of qualifications and criteria. Proposals will be evaluated by the Executive Director of Human Resources and appropriate staff. Proposals meeting the established criteria in the RFP will be forwarded to the Superintendent and the Board of Education for review, who reserve the right to interview one or more firms prior to making their selection.

## **Questions**

Questions regarding the RFP process, scope of the work, time frame, or deliverables should be addressed to Dr. Kyle Palmer, Executive Director of Human Resources, by email to:

[kpalmer@center.k12.mo.us](mailto:kpalmer@center.k12.mo.us)

or by phone to: 816-349-3313.