

REQUEST FOR PROPOSALS

The Raytown C-2 School District's Board of Education is soliciting Request for Proposals (RFP's) for:

Compensation and Pay Classification Plan Study

To be eligible for consideration, RFP's must meet all requirements contained in the Request for Proposal (RFP). It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP prior to the published time.

Requests for Proposals (RFP's) will be received by the district at 6608 Raytown Road, Raytown MO, 64133 until: 5:00 p.m., on Monday, April 5, 2021.

The district reserves the right to accept or reject any or all RFP's and to waive technical errors if, in the district's judgment, the best interests of the district will thereby be promoted.

Raytown C-2 School District

Request for Proposals

Compensation and Pay Classification Study

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Purpose of Request

The Raytown C-2 School District's Board of Education invites qualified parties to submit a proposal to conduct and implement a comprehensive compensation and pay classification study for the district. The objectives of this request are to conduct and implement a total compensation plan structure for the district's workforce which will provide both internal and external equity, length of work calendar, to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and classification recommendations.

Background

The Raytown C-2 School District is located in Kansas City, MO metropolitan area. The district serves roughly 8,000 students and employs approximately 1340 permanent full-time employees, 154 permanent part-time employees, and a number of temporary and/or seasonal workers as needed throughout the year. The district is composed of professional and support employees. The district maintains an estimated 260 job descriptions.

The district utilizes a Pay Classification Plan which contains a support staff pay matrix and multiple professional staff salary schedules. The support staff pay matrix is made up of ranges and steps. The professional staff salary schedules are made up of columns and steps. Employees advance through their pay grade based on the decision of the board to increase pay for all staff members.

Major Study Elements

Using accepted professional methods and standards, the overall study shall focus upon:

1. Job Analysis/Job Evaluation – Perform a comprehensive, valid and reliable job analysis/evaluation of each job class within the district for the purpose of determining if the district's current pay grade levels for all of the district's positions are still appropriate. The purpose of the job evaluations are to ensure the district's pay structure continues to possess internal and external equity, relative worth (equal pay for equal work), and is inherently non-discriminatory. The evaluation methodology should seek to systematically analyze the duties, responsibilities, specifications and content of each job utilizing, but not being limited to, questionnaires, interviews, and on-site observation.
2. Job Descriptions – Prepare new written job descriptions (in Microsoft Word format) for each job class in the district's job descriptions to include, but not limited to; job- code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, essential safety functions, designation of safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.
3. Wage & Salary Survey(s) – Conduct comprehensive wage and salary market survey(s) for the purpose of ensuring that the district's pay plan and pay structure possess external equity and labor market competitiveness. Survey data utilized should be appropriate for the competing

labor market(s).

4. Pay Classification Plan – Review and adjust the district’s current Pay Classification Plan as necessary integrating the job analysis/evaluation process and the wage and salary data, as derived from the labor market survey(s). A grade level and its associated pay range (min, mid, max) are to be provided for each position classification along with job code and FLSA designation and all supporting documentation.
5. Reports and Recommendations – Provide the district with comprehensive reports to include the Pay Classification Plan, methodologies incorporated in the study, market surveys, anticipated costs to implement pay plan (by department and by total), recommended adjustments, options/recommendations for implementing the new pay plan, and other reports helpful to the district’s overall understanding of the methodologies, results, implementation, and maintenance of the study.
6. Maintenance Program – Develop a maintenance program, including estimated costs, to address the need for new job analysis/evaluation (including pay grade recommendation), creation of new job description(s), and maintenance of Pay Classification Plan.

Scope of Services

An outline of the requested basic services includes, but is not limited to, the following activities:

1. Meet with the district’s administrative officials to assure an understanding of the district’s objectives in the project including timeframes for completion of project.
2. Review related background documents including current job descriptions and current pay classification plan.
3. Submit an Action Plan to the district, satisfactory to both parties, for accomplishing tasks associated with the compensation and classification study for the district. This plan should delineate the tasks necessary to complete the project along with a reasonable time table for completion.
4. Meet with district employees in several orientation sessions to describe scope of work and methodology.
5. Perform job analysis/evaluation for each full-time and part-time permanent job in the district, utilizing, but not limited to, questionnaires, interviews, and on-site observation.
6. Using the job analysis/evaluation data, prepare written job descriptions for each job classification in the district (Microsoft Word format). Job descriptions to include, but not limited to; job-code, FLSA designation, pay grade, job title, department/division, general statement of job, essential and non-essential duties, safety/non-safety sensitive, minimum training/experience, and minimum physical requirements.
7. Group jobs based upon duties performed and the knowledge, skills, abilities, and minimum qualifications required for job performance.
8. Assign each job to a pay grade with a view toward achieving proper internal relationships among classes and making salary ranges competitive with relevant markets, as evidenced by the results of the wage survey, with due consideration of the financial condition of the district.
9. Estimate accurately the cost of installing the pay plan and recommend a methodology for

implementation.

10. Develop and recommend a procedure for employee classification appeals.
11. Develop and recommend appropriate compensation policies and procedures with consideration for short and long term goals.
12. Provide copies of a preliminary draft report showing the findings of the study for review by management prior to the issuance of the final report(s).
13. Train appropriate Human Resources staff in the job evaluation system and the administration of the pay structure.
14. Make oral presentation of final report including findings, recommendations, etc. to
 - a. Board of Education
 - b. Rayteam - Meet and Confer Committee
 - c. Superintendent's Leadership Team

Proposal and Submission Requirements

1. The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time. It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.
2. The proposal shall be signed by a representative who is authorized to contractually bind the proposer. Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, proposers should follow the format and instructions contained herein.
3. If the proposer wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. All proposals must be submitted as submitted below. Any attachments must be clearly identified.

Proposal Format

1. Title Page

Show the request for proposal subject, the name of your firm, physical address, website address, telephone number, name of contact person, email address of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Letter of Transmittal limited to one or two printed pages
 - a. Briefly state your firm's understanding of the work to be done and provide a commitment to perform the work.
 - b. Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, email addresses, and telephone numbers.
4. Profile or Proposer
 - a. State whether your organization is national, regional, or local.
 - b. State the location of the office from which the work is to be performed.
 - c. Describe the firm's experience in the design and implementation of classification and pay systems for public and/or private employers and the number of years engaged in this type work.
 - d. Include the contact person's name and telephone number and indicate the type of services performed and the duration of the project. Proposers are encouraged to submit samples of final reports from similar projects.
5. Summary of Proposer's Qualifications
 - a. Identify the Project Manager and each individual who will work on the project. Include resumes for each person to be assigned. The resumes may be included as an appendix.
 - b. Describe the experience of each of the consultants assigned to this project as it relates to designing and implementing private and public classification pay systems. Describe the relevant background of each individual.
6. Summary of the proposer's fee statement

The proposal will show the fee schedule. Express your fee in a lump sum not-to- exceed maximum amount. Additionally,

- a. Indicate your expectations concerning reimbursement for travel, per diem expenses, photocopying, or other incidental expenses.
 - b. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested.
7. Project Time Schedule

Provide a detailed time schedule for the project. The time schedule provided shall also include appropriate meetings with key district staff at identified stages of the project to discuss results of the analysis, methodology, and to preview the final recommendation of the study.

Information or Clarification

For questions relating to this Request for Proposals, contact Steve Shelton, Associate Superintendent of Operations. 816-268-7006 and/or steve.shelton@raytownschools.org