

Questions

Request for Proposals for Employee Classification and Compensation Study

DCRB-16-033

1. Page 3 Scope of Work #2: How many unique jobs will require revision?

Approximately 50.

2. Page 3 Scope of Work #3: Reference to a tailored market survey. Does DCRB intend that a custom salary survey be developed and submitted to comparable organizations to collect data to inform the benchmarking? Or can the market-pay analysis be completed solely using published salary survey data for the appropriate industry and market segment(s)?

Available market-pay data may be used. However, given the somewhat unique nature of segments of our work, DCRB will likely request that the selected vendor collect data from comparable organizations.

3. What are the main reasons for conducting the employee classification and compensation study project?

To ensure that DCRB's compensation structure is optimally matches the organization's goals for attracting and retaining talent.

4. Is there a documented reward strategy that exists? If not, is there a need to create one as part of this project?

DCRB has documented a general approach to compensation. However, that approach has not been revisited in several years. DCRB expects the selected vendor to provide experienced, relevant input regarding compensation/rewards, as part of the planning process.

5. Are there any unionized employees? If there are, do you expect the vendor to communicate to the union representative throughout the project?

DCRB has no unionized employees.

6. We understand that DCRB employs around 55 employees and there are 50 job descriptions. Please confirm the number of benchmark jobs.

DCRB continues to grow; so the number of employees may be closer to 60 during the time of the compensation study. And per the response to question #1, there currently are approximately 50 50 job descriptions. That said, DCRB will look to the selected vendor for input/guidance regarding the number of benchmark positions.

7. Is there an existing pay structure at DCRB? If so, when is the last time that the structure was benchmarked and updated?

There is an existing pay structure at DCRB, which has been in place since 2008/2009. Based on available market data, as well as a review of District Government pay-scale changes in recent years, the pay-points on the DCRB scale were updated, effective March 2016. However, detailed position-benchmarking was not done as a part of the scale-update.

8. In addition to market benchmarking and analysis, does DCRB expect the vendor to develop a pay structure following the market analysis?

DCRB expects that the results of the vendor's analysis will help indicate whether the agency's current pay structure should remain as-is, or be changed in any way.

9. How do you currently classify jobs into the appropriate level (e.g., market pay practices or job evaluation methodology)? If you use a job evaluation methodology, please provide details on current approach.

DCRB uses an external compensation consultant to classify jobs into the appropriate level. This consultant typically applies both market-pay data as well as an existing job-evaluation methodology to perform the classifications.

10. Do you expect the vendor to develop a new job evaluation process to classify jobs into the appropriate levels?

DCRB expects that the results of the vendor's analysis will help indicate whether the agency's current job evaluation process should remain as-is, or be changed in any way.

11. What external market surveys (sources) do you use today?

(See response to question # 9.)

12. In terms of the customized market survey, will you provide contact information of selected comparators, or do you expect the vendor to recommend and reach out to selected comparators as part of the benchmarking process?

In some instances, DCRB may be able to provide contact information. However, the selected vendor should expect that it may need to conduct all outreach to comparator organizations.

13. In addition to base salary, do you currently offer any short-term incentive or variable pay plan? Is there a need to assess the competitiveness of annual (short-term) incentives, if applicable?

Historically, DCRB has provided annual performance-based bonuses to select staff (at all the levels of the organization). However, these bonuses do not occur each year, and the decision to provide them is made by the Executive Director and his senior staff, as part of the annual performance process. DCRB would expect the selected vendor to assess all aspects of its compensation program—including its approach to performance bonuses.

14. Are you looking for communication support as part of the job classification and compensation study?

DCRB has some internal communication capabilities. However, the agency may seek communication support as part of the job classification and compensation study. Determining factors will be the availability of DCRB resources; the availability, applicability, and quality of existing vendor communication material, and the related cost.

15. Is there an incumbent that has provided this service to the DCRB Board currently or in the past? If so, please share the name.

As mentioned previously, DCRB's external compensation consultant provides as-needed job analysis, upon request. Therefore, in the larger context of this compensation study, there is no incumbent.

16. Has a budget been established and allocated for this work?

DCRB does not provide information related to specific project budgets. You can, however, find a copy of our Comprehensive Annual Financial Report (which includes project expenditures) posted on our web site at www.dcrb.dc.gov.

17. Given the District's Office of Human Resources initiatives to implement Classification Reform for all agencies under the Mayor's authority, how will this planned work be impacted?

DCRB is an independent District government agency (not under the authority of the Mayor). DCRB maintains a unique salary scale/structure, different from that of agencies under the Mayor's authority.

18. In section 4, Method of Proposal Submission on pg 13, you request proposals be submitted as a pdf. Then in section 5, Proposal Format section "a" on pg 14, you mention that you would like files to be in Microsoft Word and to have a file extension .doc. Would you like to receive both a pdf and a Word file? Or just one of these?

Proposals are to be submitted electronically. When the document(s) are submitted, all files are to be named with the file extension .doc.

The document must be formatted using the criteria outlined in Section 5, proposal Format section "a" so that when it is printed, it fits within the margins of a 8.5x11 in page.