

CLOVIS UNIFIED SCHOOL DISTRICT

RFP 2967- EMPLOYEE CLASSIFICATION CONSULTANT SERVICES

Addendum No. 1

October 24, 2023

Notice to Bidders:

This addendum forms a part of the Bid /Contract Documents for the above referenced project and shall be incorporated integrally. Each proposer shall make necessary adjustments and submit their proposal with full knowledge of all modifications, clarifications, and supplemental data included therein. Where provisions of the following supplemental data differ from those of the original Bid / Contract Documents, this Addendum shall govern.

You are hereby notified of the following changes, clarifications, or modifications to the original Bid /Contract Documents:

AD1-01: Clarification – Responses to Questions Received

- Q1. Is the District alright with a start date of February 2024 for the study with a timeline to completion of approximately 1 year?*
- A1. Yes.
- Q2. Can the District please provide an allocation report which lists all job classifications and the allocation number for employees?*
- A2. Yes, information is attached to this Addendum as “Attachment A”. Information provided is current as of September 25, 2023.
- Q3. Will the District allow for email submission as our Firm is attempting to be as green as possible and reduce our carbon footprint?*
- A3. While the District appreciates efforts to reduce respondents carbon footprint, submittals must be received according to the bid documents.
- Q4. Please confirm that certificated teachers are included in the classification study. If so, the scope of work requires interviews with 40% of incumbents in each classification; based on a workforce of 6,266 employees, this would translate to approximately 2,500 interviews, which would mean a substantial cost for interviews alone. Please confirm this is the District’s desire/intention.*
- A4. The District, at its option, may reduce the percentage, but no more than 40% of those who submit a questionnaire will be interviewed. Certificated Teachers make up one job description and represent nearly 34% of the District’s workforce. Interviews for Certificated Teaching staff will be limited due to the limited job descriptions in this class.
- Q5. The scope of work includes recommending a salary range placement for each classification based on internal relationships and external comparison with benchmark*

districts. Does this mean the District wants the consultant to perform an external market compensation study? If so, should it be for base salaries only or salaries plus benefits? Or should the consultant rely on market survey data that has previously been collected?

A5. The District recently conducted a market study and is not requesting a compensation study. Consultant should rely on the District's current salary schedule. However, this does not preclude consultant from making recommendations as to salary adjustments.

Q6. *This scope of work component mentions using the District's current salary structure. Can the District confirm that it is not interested in changing/updating its current salary structure?*

A6. At this time, the District is not entertaining modifications to its salary schedule structure.

Q7. *The scope of work includes training to designated staff on the methodology employed by the consultant so the classification plan may be maintained after the completion of the study. Does the District desire a formal training program that could include several training modules and sessions over the course of several days/weeks? Or does the District prefer more informal training that occurs throughout the course of the classification study?*

A7. The District would prefer an informal training approach and may elect, at its option, to decline training in entirety.

Q8. *Does the scope of the study include all District job titles, including the instructional (eg. Certificated Teacher, Instructional Support) and school administration positions (Certificated Admin Management)? In similar K-12 projects, these positions have been addressed separately.*

A8. Yes, all job classifications are to be included.

Q9. *The District has requested questionnaires completed by all employees. In our experience, a sample of employees has resulted in valid results, as well as reducing the project timeline and budget. Is the District open to revised employee questionnaire approaches?*

A9. No. The questionnaires shall be made available to all employees.

Q10. *The District has requested interviews from all the job classifications. In our experience interviews are not necessary for all jobs, and the number of interviews requested will cause a significant length to the timeline and increase to the project budget due to the high number of hours interviews require.*

A10. The District, at its option, may reduce the percentage, but no more than 40% of those who submit a questionnaire will be interviewed. Certificated Teachers make up one job description and represent nearly 34% of the District's workforce. Interviews for Certificated Teaching staff will be limited due to the limited job descriptions in this class.

Q11. *We are not clear if the District is requesting an assessment of the current salary structure against the market, or if the study goal is to realign the jobs within the current salary*

structure based on an internal assessment of the job scopes and responsibility. Can the District please clarify?

A11. No this is not a market study analysis .The intent is to conduct a comprehensive employee classification study that will ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, skills and abilities area classified together, provide salaries commensurate with assigned duties, and enhancements to job descriptions based on job analysis.

Q12. Has the District established a budget for this project? If so, will that amount be shared with bidders?

A12. No. The District will evaluate each proposal in accordance with the bid documents. Cost will be considered and weighted at 30% of the overall score but is not the deciding factor.

Q13. What is the expected timeline for the project and when does the District need final results/recommendations?

A13. District staff are tentatively scheduled to recommend a firm for award at its Board of Trustee meeting on December 8, 2023. Timeline(s) should be presented by each respondent based on its ability to execute the Scope of Work contained in the bid documents.

Q14. Does the District 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 Segal utilizes reputable published sources to represent the private sector. Is that an acceptable alternative to the District?

A14. No. Only public sector K-14 Education comparisons should be used.

Q15. Does the District want the consultant to collect salary data only or is the District also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations?

A15. The District recently conducted a market study of its salaries and is not requesting a compensation study. Consultant should rely on the District's current salary schedule. However, this does not preclude consultants from making recommendations as to salary adjustments.

Q16. Is the District requesting a FLSA (Fair Labor Standards Act) analysis of all job titles?

A16. No. The District is in compliance with all laws concerning minimum wage, overtime, child labor, hours worked and has established record-keeping systems.

Q17. Does the District want the consultant to develop recommendations regarding pay policies?

A17. No.

Q18. Does the District want the consultant to calculate the cost of implementation for our recommendations?

A18. No. Consultant shall provide District with sufficient data so that its staff may calculate implantation costs and scenarios.

Addendum No. 1 - ATTACHMENT A

Date_Value	9/25/2023
Fiscal Year	2024
Row Labels	Employees Daily
01 - CERTIFICATED TEACHER	
Teacher	1,970.60
02 - ADMINISTRATIVE CONTRACTED	
Administrator	3.00
Administrator, Assessment & Accountability	1.00
Administrator, Facility Services	1.00
Administrator, Prof. Dev. & Curr. Innovations	2.00
Assistant Superintendent	1.00
Assistant Superintendent (Area)	7.00
Assistant Superintendent, Business Services	1.00
Assistant Superintendent, Curr., Inst. & Acc.	1.00
Assistant Superintendent, Facility Services	1.00
Associate Superintendent, Administrative Services	1.00
Associate Superintendent, Human Resources	1.00
Associate Superintendent, School Leadership	1.00
CEO CART	1.00
Deputy Superintendent	1.00
General Legal Counsel	1.00
Superintendent	1.00
03 - CERTIFICATED ADMIN MANAGEMENT	
Assistant Director	1.00
Assistant Director, Curriculum, Instruction	
and Accountability	1.00
Assistant Director, Special Education	3.00
Assistant Director, Student Serv & Sch Attend	2.00
Coordinator	2.00
Coordinator, Adult Education	1.00
Coordinator, Ed. Technology & Prof. Development	1.00
Coordinator, Preschool Programs	1.00
Coordinator, School Age Programs	1.00
Coordinator, Visual & Performing Arts	1.00
Deaf Hard of Hearing Specialist	2.00
Deputy Principal, Ed. Center 7-12	4.00
Deputy Principal, Secondary	3.00
Director, (CTE) Grant Programs	1.00
Director, Activities	3.00
Director, Activities, Ed. Center 7-12	2.00

Director, Athletics	1.00
Director, Athletics Educational Center Gr. 7-12	3.00
Director, Child Development	1.00
Director, Induction and MTSS	1.00
Director, LCAP	1.00
Director, Nursing Services	1.00
Director, Special Projects	1.00
Guidance & Learning Director	5.00
Guidance & Learning Director, Adult Education	1.00
Guidance & Learning Director, Ed. Center 7-12	16.00
Guidance & Learning Specialist	5.60
Guidance & Learning Specialist, Ed. Center 7-12	38.80
Guidance/Instructional Specialist, Sr.	37.72
Language/Speech Specialist	82.00
Lead Psychologist	2.00
Learning Director	1.00
Learning Director, 504/Special Education	1.00
Learning Director, Adult Education	2.00
Learning Director, Athletics Secondary	3.00
Learning Director, Continuation/Ind. Study	2.00
Learning Director, Ed. Center 7-12	30.00
Learning Director, ROP	1.00
Nurse	44.00
Nurse Practitioner	1.00
Principal	1.00
Principal, Adult Education	1.00
Principal, Alternative Education	1.00
Principal, Clovis Community Day School	0.50
Principal, Ed. Center 7-12	2.00
Principal, Elementary	35.00
Principal, Intermediate	3.00
Principal, Online School	0.50
Principal, Secondary	3.00
Program Specialist, Special Education	23.00
Resource Teacher, Senior	11.68
State Preschool Program Supervisor	4.00
Transition Counselor	6.60
Transition Director	4.00
Transition Specialist	4.00
04 - CLASSIFIED MANAGEMENT	
Accountant, Senior	1.00
Assistant Director Budget and Finance	2.00
Assistant Supervisor, Warehouse	1.00
Benefits Analyst	1.00

Board Certificated Behavior Analyst (BCBA)	5.00
Building Automation System Analyst I	1.00
Building Automation System Analyst II	1.00
Campus Catering Supervisor I	9.00
Campus Catering Supervisor II	5.00
Campus Catering Supervisor, Senior	4.00
Captain Police Services	1.00
Chief Communications Officer	1.00
Chief Human Resources Officer	1.00
Chief Technology Officer	1.00
Classified Management Monthly	6.00
Communications Coordinator	1.00
Coordinator of Community Relations	1.00
Coordinator, Energy Management	1.00
Database System Administrator	1.00
Director, Campus Catering	1.00
Director, Construction & Engineering	1.00
Director, Educational Technology	1.00
Director, Information Technology	1.00
Director, Plant Operations	1.00
Director, Purchasing	1.00
Director, Sierra Outdoor School	1.00
Director, Transportation	1.00
Driver Instructor	1.00
Executive Assistant to the Deputy Superintendent	1.00
Executive Assistant to the Superintendent	1.00
Financial Analyst	3.00
Financial Analyst II	5.00
Financial Analyst III	2.00
Grounds & Special Events Team Leader	1.00
Grounds Team Leader	4.00
Human Resources Analyst	2.00
Lead Buyer	1.00
Lead Custodian	14.00
Manager, Applications Develop. & Support	1.00
Manager, Campus Catering	3.00
Manager, Custodial Services-Elementary	1.00
Manager, Custodial Services-Secondary	1.00
Manager, Maintenance	1.00
Manager, Network Services	1.00
Manager, Payroll	1.00
Manager, Recreation Programs, Aquatics	1.00
Manager, Risk & Benefits	1.00
Manager, Vehicle Maintenance	1.00
Network Systems Analyst Senior	2.00

Nutritionist	1.00
Occupational Therapist	9.00
Payroll Analyst	2.00
Physical Therapist	3.00
Police Dispatcher	1.00
Pool Maintenance Coordinator	1.00
Production Floor Supervisor	1.00
Program Coordinator I Sierra Outdoor School	1.00
Program Coordinator II Sierra Outdoor School	1.00
Program Specialist Community Education	1.00
Program Supervisor	10.00
Project Manager Construction & Engineering	1.00
School Plant Supervisor I	35.00
School Plant Supervisor II	2.00
School Plant Supervisor III	3.00
School Plant Supervisor IV	3.00
Skilled Maintenance Team Leader	1.00
Supervisor, Accounting	1.00
Supervisor, Custodial Services	3.00
Supervisor, Graphic Arts	1.00
Supervisor, Grounds & Landscape Services	2.00
Supervisor, Recreation	1.00
Supervisor, Skilled Trades	2.00
Supervisor, Transportation	2.00
Supervisor, Vehicle Maintenance	1.00
Supervisor, Warehouse	1.00
Supervisor, Work Control	1.00
Technical Director	2.00
Transportation Dispatcher	4.00
Transportation Router	2.00
Vehicle Mechanic Team Leader	1.00
05 - CONFIDENTIAL	
Administrative Assistant Senior	9.00
Administrative Specialist-Governing Board	1.00
Benefits Assistant	1.00
Department Office Supervisor	1.00
Executive Assistant	4.00
Executive Assistant/Paralegal	1.00
Human Resources Assistant I	1.00
Human Resources Assistant II	1.00
Human Resources Specialist	11.00
Human Resources Technician	1.00
Risk Management Specialist	1.00
06 - BUSINESS SUPPORT	

Accounting Assistant II	1.00
Accounting Assistant III	2.00
Accounting Series Monthly	1.00
Accounting Specialist	2.00
Accounting Technician	3.00
Administrative Assistant	5.00
Administrative Secretary I	13.00
Administrative Secretary II	19.00
Agricultural Farm Supervisor	1.00
Applied Behavior Lead Therapist	1.00
Braille Transcriber	2.00
Buyer I	3.00
Buyer II	1.00
Capital Projects Assistant I	1.00
Capital Projects Assistant II	1.00
Clerical Specialist Health Center	2.00
Clerical Specialist I	12.34
Clerical Specialist II	16.88
Clerk, Student Store	2.00
Communications Specialist	1.00
Consulting Systems & Applications Analyst	3.00
Data Control Specialist	10.70
Department Office Supervisor	4.00
Digital Media Specialist	1.00
Document Processing Technician I	2.00
Document Processing Technician II	2.00
Document Processing Technician III	2.00
Health Services Assistant I	6.00
Library Technician	44.00
LVN/RN	66.00
Network Analyst II	3.00
Network Analyst IV	1.00
Network Technician	1.00
Payroll Assistant	1.00
Payroll Specialist	4.00
Payroll Technician	1.00
Production Specialist	1.00
Program Assistant Community Education	1.00
Program Technician	7.00
Registration Specialist	11.50
Resource Development Specialist I	1.00
Resource Development Specialist II	1.00
School Account Clerk	12.80
School Office Supervisor, Adult School	1.00
School Office Supervisor, Alternative Ed.	1.00

School Office Supervisor, Elementary	35.00
School Office Supervisor, Intermediate.	4.00
School Office Supervisor, Senior	6.00
School Office Supervisor, SOS	1.00
School Resource Officer I	5.00
School Resource Officer II	7.00
School Secretary I	44.00
School Secretary II	7.00
Security Analyst, Senior	1.00
Special Education Technical Support	1.00
Speech-Language Pathology Assistant	5.00
Student Activities Spec. III Athletic/Active.	8.00
Student Activities Specialist I	40.00
Student Activities Specialist I (Attendance)	1.00
Student Activities Specialist II	4.17
Student Activities Specialist II (Attendance)	6.63
Student Activities Specialist III	5.50
Student Activities Specialist, Adult School	3.00
Student Attendance Officer	7.00
Student Relations Liaison	79.50
Student Services Specialist, Adult School	1.00
System Operations Technician	3.00
Systems and Applications Analyst I	2.00
Systems and Applications Analyst II	2.00
Systems and Applications Analyst, Senior	2.00
Teacher Center Assistant	2.00
Technical Support Specialist I	4.00
Technical Support Specialist II	6.00
Technical Support Specialist III	7.00
Technical Support Specialist IV	5.00
Therapeutic Intervention Clinical Associate	5.00
Travel Analyst	1.00
Vehicle Control Technician	1.00

07 - INSTRUCTIONAL SUPPORT

Accompanist	6.00
Campus Monitor I	111.85
Campus Monitor II	17.06
District Community Liaison	3.00
Educational Interpreter II	15.00
Instructional Assistant	2.49
Instructional Assistant I	70.34
Instructional Assistant I, Home Liaison Aide	7.49
Instructional Assistant I, Intervention	18.69
Instructional Assistant II	1.00

Instructional Assistant II, Bilingual	22.08
Instructional Assistant II, Lab	0.25
Instructional Assistant II, Special Ed.	677.89
Instructional Assistant III	44.00
Instructional Assistant IV	35.00
Lighting and Sound Technician	1.00
Music Assistant	4.00
Naturalist	6.00
Technical Director Assistant	2.00
Theater Technical Specialist	2.00
Theater Technician	4.00

08 - OPERATIONS

Athletic Equipment Attendant	5.00
Building Maintenance Mechanic I	10.00
Building Maintenance Mechanic II	27.00
Building Maintenance Worker I	1.00
Building Maintenance Worker II	5.00
CAD Drafter	1.00
Campus Catering Assistant	96.00
Campus Catering Assistant Supervisor	8.00
Campus Catering Assistant, Senior	9.00
Campus Catering Series Duty Day	3.00
Campus Catering Specialist	2.00
Campus Catering Specialist, Senior	25.00
Cook/Baker I	6.00
Cook/Baker II	6.00
Cook/Baker, SOS	1.00
Custodial Utility Worker	24.00
Custodian I	121.00
Custodian II	35.00
Custodian SOS	2.00
Delivery Driver/Warehouse Worker	12.00
Electronic Systems Technician	1.00
Electronic Systems Technician, Senior	4.00
Environmental Safety Specialist	1.00
Grounds Structural Specialist	2.00
Groundskeeper I	21.00
Groundskeeper II	15.00
Locker Room Attendant	1.00
Maintenance Procurement Clerk	3.00
Pool Maintenance Worker II	5.00
School Bus Driver I	5.00
School Bus Driver II	110.00
Skilled Groundskeeper	7.00

Skilled Groundskeeper Mechanic	2.00
Skilled Groundskeeper Senior	4.00
Small Engine Equipment Mechanic	1.00
Snack Bar Operator	7.00
Transportation Parts Clerk	1.00
Vehicle Mechanic I	5.00
Vehicle Mechanic II	5.00
Vehicle Service Worker I	1.00
09 - RECREATION	
Recreation Lead Trainer	1.00
Recreation Supervisor – Gymnastics & Dance	1.00
Recreation Supervisor II	1.00
Recreation Supervisor V	2.00
10 - CERTIFICATED ADULT TEACHER	
Adult Teacher	15.00
11 - CHILD DEVELOPMENT	
Preschool Aide	38.27
Preschool Associate Teacher	45.54
State Preschool Teacher - Director	38.83
Unknown	309.21
30 - PSYCH & MENTAL HEALTH SUPP	
Mental Health Support Provider	6.00
Psychologist	78.00
Grand Total	5,418.00

END OF ADDENDUM

Questions should be directed to Tatum Toste, Director of Purchasing at 559-327-9479 or tatumtoste@clovisusd.k12.ca.us