

**CLOVIS UNIFIED
SCHOOL DISTRICT**

PACKAGE FOR RFP 2863

SALARY SCHEDULE MARKET STUDY



**RESPONSE DEADLINE
September 24, 2021 4:00 PM**

CLOVIS UNIFIED SCHOOL DISTRICT

NOTICE TO BIDDERS

The Board of Trustees of the Clovis Unified School District of Fresno County, California invites and will receive sealed proposals for **RFP 2863** for the award of **SALARY SCHEDULE MARKET STUDY SERVICES** on or before **4:00 PM**, on **September 24, 2021** in the Purchasing Department of Clovis Unified School District, 1450 Herndon Avenue, Clovis, California 93611-0599 after which time and place the bids will be opened and read in public.

Bidders may not withdraw bids for a period of forty-five (45) days after the date set for opening of bids.

Specifications and further information may be obtained from Leeann Errotabere in the Purchasing Department, phone (559) 327-9479, leeannerrotabere@cusd.com

The District reserves the right to accept or reject any or all proposals, or any combination of proposals, and to waive any irregularities or informalities which may be legally waived.

Published: Dates: (1) August 23, 2021 (2) August 30, 2021

CLOVIS UNIFIED SCHOOL DISTRICT

Michael Johnston
Associate Superintendent of Administrative Services

REQUEST FOR PROPOSAL FORM

Board of Trustees
 Clovis USD
 1450 Herndon Avenue
 Clovis, CA 93612

RE: RFP # 2863
 Dear Members of the Board

The undersigned, doing business under the firm name of _____

_____, having carefully examined the Notice to Proposers, the Instructions, the Contract, the Specifications and all of the contract documents for the proposed SALARY SCHEDULE MARKET STUDY proposes to perform the contract, including all of its component parts, and to furnish all labor, material, equipment, supplies, and taxes called for by them for the entire order, as follows:

All Scope, Services & Expenses Noted in Section III, Paragraph F (d) Not to Exceed	\$	Number of Hours Included in proposed scope of work	hours
Travel Fees Not To Exceed	\$		
Total Proposal Not To Exceed	\$		

It is understood that the District reserves the right to reject this Proposal in whole or in part; to waive informalities in the proposals or in the bidding, and that this proposal shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for the opening of this Proposal.

SUBMITTED BY:

 COMPANY

 ADDRESS

 CITY/STATE/ZIP

 SIGNATURE

 PLEASE TYPE OR PRINT NAME

 TITLE

 DATE

 PHONE

 EMAIL

NONCOLLUSION DECLARATION

State of California)

County Of Fresno)

I, _____, being duly sworn, declare that I am _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this _____ day of _____, 2021 at _____ State _____

Signature

Clovis Unified School District

Request for Proposal – Salary Schedule Market Study RFP 2863

I. PURPOSE OF REQUEST

The Clovis Unified School District (“District”) is requesting proposals from firms or individuals interested, experienced and knowledgeable in preparing and conducting compensation and reclassification studies.

The purpose of the study is to examine both internal and external compensation levels to effectively recruit and retain the best employees.

The District’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE

The District plans to adhere to the following timetable as closely as possible, which should result in a selection of a firm by November 10, 2021.

Issue RFP	August 23, 2021
Deadline for Submittal of Proposals	September 24, 2021
Selection of Firms for Interview	October 1, 2021
Consultant Interviews/Contract Negotiations	October 13, 2021
Notify Recommended Firm	November 3, 2021
Governing Board Approval	November 10, 2021

III. INSTRUCTIONS TO PROPOSERS

A. All proposals should be mailed to:

Leeann Errotabere
Director of Purchasing
Clovis Unified School District
1450 Herndon Avenue
Clovis, California 93611-0599
Contact number: (559) 327-9479

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “Salary Schedule Market Study RFP”

C. All proposals must be received before 4:00 p.m. PST on Friday, September 24, 2021, at which time they will be opened. Twenty (20) copies of the proposal must be submitted. No faxed, emailed or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are acceptable but not required. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the District is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the District is desirable whenever practicable.

- E. The Associate Superintendent for Human Resources and Employee Relations Barry Jager, or his representative, will notify the recommended firm by November 3, 2021.
- F. All proposals must be prepared in the order shown below and must include the information requested:
 - a. A brief description of the firm including the names of individuals who will be working on the project and their areas of responsibility.
 - b. A description of the specific experiences of individuals relative to the proposed project.
 - c. A proposed outline of tasks, products, and project schedule, including the number of hours required to complete each task or product. Please identify milestones and when leadership briefings and meetings with representatives of employee groups are proposed.
 - d. The proposed fee to complete all tasks related to the study as described in Section VII. The District desires that the proposed fee be all inclusive, meaning that document preparation, mailing costs, fax costs, Internet research fees, telephone calls, meeting attendance, and travel be included in the proposed fee. However, the District will consider a proposal that does not include travel costs as long as the proposal includes a “cost not to exceed” for travel expenses.
 - e. A description of experiences that are similar to this project, including the scope of prior projects, with an emphasis on similar projects completed for unified school districts in California.
 - f. References from similar projects, including contact names, addresses, e-mail addresses, and telephone numbers for each.
 - g. A fully completed proposal form (see attached) signed by a member of the firm who is authorized to sign contracts on behalf of the firm.

IV. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose, scope and timeline of service	20%
2. Price	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work	<u>50%</u>
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors 1 through 3.

V. BACKGROUND

Located halfway between Los Angeles and San Francisco, the Fresno/Clovis area lies at the foot of the Sierra Nevada, in the geographical and economic heart of the agriculture-rich San Joaquin Valley.

The Clovis Unified School District is a K-12 public school system that serves the cities of Clovis and Fresno, some unincorporated areas of Fresno County, and the rural community of Friant. The District covers approximately 198-square miles and has a student population approaching 44,000. As of August 23, 2021, the District's salary schedules can be found at: <https://www.cusd.com/Salaries.aspx>. This proposal to include the following salary schedules:

- [4251.10 EXH 1 Classified Salary Schedule Schematic](#)
- [4251.10 EXH 2 Classified Management Compensation Schematic](#)
- [4251.10 EXH 3 Classified Non Operations Unit Salary Schedule 2021-2022](#)
- [4251.10 EXH 4 Classified Operations Unit Salary Schedule 2021-2022](#)
- [4151.20 Certificated Salary Schedule](#)
- [4151.21 EXH 1 Administrative Management Salary Schedule 2021-2022](#)
- [4151.10, 4251.10, 4351.10 EXH 3 Child Development Programs Salary Schedule](#)

VI. EXPECTATIONS OF THE FIRM SELECTED TO COMPLETE THE STUDY

The District is interested in engaging a consultant to conduct a Salary Schedule Market Study of the following employee groups: classified, classified management, certificated, certificated management, and contracted leadership.

VII. SCOPE OF SERVICES

1. Provide professional services to evaluate and analyze the District's current salary schedules compared to the current market, taking into consideration the appropriate length of work year especially for certificated management employees, and to design, develop, and implement an appropriate and competitive salary schedule compensation system for the employee groups included in this study.
2. Present findings and recommendations, including written and oral reports, to the Superintendent's Executive Cabinet and other committees as requested.
3. Provide Proposed salary schedules

VIII. TIMELINE

Contractor to provide a proposed timeline that includes a completed report by March 31, 2022. The District intends to award a contract at November 10, 2021 Board Meeting. Work is anticipated to begin mid November 2021 and completed by March 31, 2022.