

Request for Proposals
Ouray County, Colorado

Classification and Compensation Review and Update

Ouray County is soliciting a Request for Proposal (RFP) from Human Resources professional consulting firms to review and update (as may be needed), the County's classification and compensation grades, for full-time and part-time employees of Ouray County. Consulting firms' proposals must consider internal and external equity analysis with job comparisons using established job related criteria. In addition, the consulting firms' proposals should consider the review and revision of job descriptions (as may be needed), and to develop new job descriptions as requested. The last classification and compensation study was performed in 2015. The proposal criteria may be accessed at www.ouraycountyco.gov. Questions regarding this proposal should be submitted via email to Connie Hunt, County Administrator at chunt@ouraycountyco.gov. Interested and qualified consultants are invited to submit proposals until 3:30 p.m. MST, on September 21, 2020.

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Ouray County Plaindealer

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Ouray County Website
www.ouraycountyco.gov

REQUEST FOR PROPOSALS (RFP) OURAY COUNTY CLASSIFICATION AND COMPENSATION REVIEW AND UPDATE

Ouray County is soliciting a Request for Proposal (RFP) from Human Resources professional consulting firms to review and update (as may be needed), the County's classification and compensation grades, for full-time and part-time employees of Ouray County. Consulting firms' proposals must consider internal and external equity analysis with job comparisons using established job related criteria. In addition, the consulting firms' proposals should consider the review and revision of job descriptions (as may be needed), and to develop new job descriptions as requested. The last classification and compensation study was performed in 2015. The proposal criteria may be accessed at www.ouraycountyco.gov.

RFP PACKAGE CONTENTS

The Classification and Compensation Study RFP package contains:

- Instructions to Proposers
- Project Information
- Scope of Services
- Proposal Content and Format
- Indemnification, Insurance, Bond, Warranty Requirements
- Acknowledgment

If any ambiguity, conflict, discrepancy, omission, or other error is discovered in the RFP, the proposer should notify the County of such error and request modification or clarification.

Questions regarding this proposal should be submitted via email to Connie Hunt, County Administrator at chunt@ouraycountyco.gov. Interested and qualified consultants are invited to submit proposals until 3:30 p.m. MST, on September 21, 2020. All questions should reference the RFP page, section and paragraph in question and be submitted no later than September 15. Late questions will not be addressed. Emailed answers will be provided within two business days after the questions deadline to all who request a proposal package.

A Professional Services Agreement will be presented to the successful proposer once the project has been awarded.

INSTRUCTIONS TO PROPOSERS

In submitting a proposal, proposers must:

1. Fully inform themselves of all existing conditions and requirements of the work.
2. Guarantee their performance of proposal obligations through completion of the project.
3. Exclude all sales or excise taxes from proposal figures, since Ouray County is tax-exempt.
4. Return all furnished forms as part of the complete proposal. Any modification to the RFP will be issued as an Addendum, accompanied by an Acknowledgment form, which must be signed and returned with the proposal.
5. Submit two (2) hard copies of the proposal package, and an electronic copy on a USB or thumb drive.
6. Mark sealed proposal package: **Classification and Compensation Study, DUE 09/21/2020, by 3:30 p.m. MST.**
7. Submit the sealed proposal package to Ouray County Administrator, P O Box C, Ouray, CO 81427 or by delivery service to 541 4th Street, Ouray, CO 81427 no later than September 21, 2020 at 3:30 p.m. MST. Late proposals will not be accepted. Please note that Ouray County offices are not open on Friday.
8. Retain a complete copy of the submitted proposal for the proposer's records. The County will not be liable for any costs associated with the preparation or transmittal of any proposal or material submitted in response to this RFP. All proposal material submitted shall become the property of Ouray County and shall not be returned.

9. Comply with all RFP requirements. Failure to do so may result in disqualification.

SELECTION PROCESS AND AWARD:

Award will be based on the best overall value to Ouray County in accordance with its Policy and Procedures for Purchasing and Contracting. In reviewing the proposals received, Ouray County reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. The action to award a contract is subject to approval by the Board of County Commissioners, based upon the recommendation of the County Administrator and the County Human Resources Director. The submission of a proposal does not in any way commit the County to enter into an agreement with that proposer and the advertisement of this RFP does not obligate the County to award a contract for this project to any proposer.

In evaluating proposals, the County may contact references to verify the proposer's work quality, performance, experience, and service ability to accomplish and provide deliverables in a timely fashion and in accordance with a proposal package. The County may make a selection on the basis of the proposals received or may select up to three (3) finalists for further review via Zoom, or on-site interviews. If interviews are conducted on-site, finalists shall be solely responsible for all travel, food, lodging, and incidental costs incurred as a result of the interview process.

COMPENSATION:

Invoices may be submitted upon completion of the milestones identified below. Payment will be issued to the Contractor within thirty (30) days of receipt of an acceptable invoice. The invoice must reference the project, itemize charges, and include only work that has been completed and accepted by the Ouray County. Progress payments and final payment are contingent upon Ouray County's acceptance of the final classification and compensation updates deliverables. Any issues which could delay final payment will be provided in writing by Ouray County for the Consultant's correction. Travel costs will not be paid or reimbursed by Ouray County.

PROPOSED TIMELINE:

Questions deadline: 09/15/2020
Answers deadline: 09/17/2020
Proposal deadline: 09/21/2020

PROJECT INFORMATION

OVERVIEW:

Ouray County is a rural mountain county that includes two incorporated municipalities. The population is estimated at 4,800 and the County is seeing an increase in growth of about 2.9%.

The County has 68.3 FTE's as depicted in Exhibit A.
There are 52 different job titles as listed on Exhibit B.
The Cost of Living Adjustment (COLA) history is shown on Exhibit C.

The last full classification and compensation study completed for Ouray County was prepared done by Evergreen Solutions, LLC in 2015. It also included the creation of new job descriptions. A new Salary Matrix was created as a consequence and compensation adjustments were implemented. The Salary Matrix (minimum, midrange and maximum) is adjusted annually based upon the rate of inflation plus the percentage of growth to arrive at a Cost of Living Adjustment percentage. In 2020 it was adjusted upward by 3%.

SCOPE OF SERVICES

The Compensation Study shall include, but is not be limited to:

- ❑ Review of current compensation practices and compensation.
- ❑ Orientation and briefing sessions with elected officials, department heads and employees.
- ❑ Review and update job descriptions as may be needed and create new job descriptions as requested.
- ❑ Review and make recommendations regarding FLSA Exempt/Non-exempt status for each position.
- ❑ Develop new job positions and grades as may be needed or requested by the County.
- ❑ Ensure market equity by comparing Ouray County to other county governments, local municipalities and local businesses as appropriate. The following selected counties and towns should be used, at a minimum, for comparison purposes to Ouray County, but should not be limited to the following:
 - San Miguel County
 - Montrose County
 - La Plata County
 - Montezuma County
 - Pitkin County
 - Summit County
 - Routt County
 - Gunnison County
 - Eagle County
 - Town of Ridgway
 - City of Ouray
 - City of Montrose
 - Montrose County
 - Town of Telluride
 - Mountain Village
- ❑ Review and update the existing grade structure (Salary Matrix) as may be needed.
- ❑ Prepare and provide a final report (five bound hard copies and one electronic copy. Report should contain an introductory section that describes an overview of the process undertaken, job/position concepts, salary matrix review, market analysis and comparisons, and other pertinent information.
- ❑ Explain the methodology used to maintain internal and external compensation equity in the future when adding, changing or deleting positions.
- ❑ Provide a recommendation for reviewing and adjusting compensation grades.

QUALIFICATIONS:

Successful Firm:

- ❑ A minimum of five-year's experience with public sector (government) classification and compensation studies.
- ❑ Must be knowledgeable of applicable federal and state laws pertaining to classification/compensation.

PROPOSAL CONTENT AND FORMAT

Proposals must include the following information beginning with a table of contents:

SECTION 1: GENERAL INFORMATION

1. Consultant firm name, address, telephone number and email.
2. Description of the firm, including size, location(s), number of years in business and primary services provided.
3. Names, titles, phone numbers, and email addresses of all principals and/or officers of the firm.
4. Organization chart.
5. Resumes of key personnel to be committed to the project. Include education, number of years of experience in classification and compensation studies, and the project role or assignment. Identify the lead consultant for the project, who will be responsible for all communication and coordination with the Ouray County Administrator.

SECTION 2: TECHNICAL PROPOSAL

1. Define the approach to completing the assessment as outlined in the Scope of Services.
2. Describe key attributes of personnel as they pertain to the requirements of this project. Provide the name of one individual designated as the Project Manager and how he/she would manage and serve as the key contact for the duration of the project.
3. Provide a project approach, detailed work plan, a project schedule containing milestones and deliverables. Include any additional services of benefit to the project.
4. Complete description of job analysis and compensation methodology, including objectives, end products, step-by-step study, process and procedures, and tasks to be performed.
5. Identify how employees, supervisors, department heads and/or elected officials will be involved and informed during the process. Explain how the completed project will be presented to the full employee base and key county personnel, on the methodology used to systematically assess job classifications in order to maintain internal and external compensation equity.
6. Copy of one completed study, conducted during the past five (5) years, for a public entity of similar size. List of four (4) public entity clients of similar size for which similar studies have been conducted. Provide public entity name, contact person, address, email address and phone number.
7. Description of how Ouray County can keep this new compensation study current in future years.
8. Estimate of current and projected workload.
9. Include the Acknowledgment form as the final page of the Technical Proposal.

SECTION 3: COST PROPOSAL

1. Complete and return the Summary of Major Costs as the first page of Section 3.
2. Indicate how the project budget will be allocated, both by task and document.
3. Provide an estimated hourly breakdown by task.
4. Provide a summary of billing rates or a fee schedule, including rates or fees for additional services of benefit to the project.
5. Include a "not to exceed" amount for the project.

INDEMNIFICATION, INSURANCE, BOND, WARRANTY

The following will be required of the proposing firm awarded the project:

Indemnification: The Contractor must agree to indemnify, save and hold harmless Ouray County, its elected officials, officers, and employees from any claims as a result of the Contractor's negligence.

Insurance: The Consultant(s) and subcontractors must purchase and maintain, at their own cost, primary insurance(s) with the minimum coverage limits described below. Insurance(s) must be with insurers and formats acceptable to Ouray County, covering all premises and operations, and in force from the beginning of the project through the warranty period. The Consultant(s) will be responsible for any deductible losses required in its insurance(s).

Commercial General Liability

- combined single limits of one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy must also contain a provision for severability of interests. Ouray County, its elected officials, officers, and employees must be named on the certificate as additional insured.

Professional/Contractor Liability

- one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Employer's Liability Insurance

- six hundred thousand dollars (\$600,000) each accident
- six hundred thousand dollars (\$600,000) disease -policy limit
- six hundred thousand dollars (\$600,000) disease

Ouray County, its elected officials, officers, and employees must be endorsed as additional insureds on the CGL coverage.

Worker's Compensation (Evidence of qualified self-insured status may be substituted)

- in an amount according to applicable laws for Consultant's employees

Comprehensive Automobile Liability – bodily injury and property damage

- combined single limits of six hundred thousand dollars (\$600,000) each occurrence
- six hundred thousand dollars (\$600,000) aggregate

Coverage shall be for each owned, non-owned or hired Consultant(s) vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. Ouray County, its officials and employees must be named on the certificate as additional insured.

Prior to the beginning of Consultant(s) services Certificates of insurance listing Ouray County as an additional insured on the Consultant's CGL coverage, along with the specified CGL endorsement of the County as an additional insured, must be received and approved by Ouray County. Certificate(s) must identify the project and indicate that cancellation, termination or material change to the policy will not occur without 30 days prior written notice to the County. Should the Consultant(s) fail to purchase or maintain insurance(s) as required, the County may either terminate the contract or purchase the required insurance and recover the cost from the Consultant(s).

Professionalism and Compliance with Laws: The Consultant(s) must perform the work in a professional manner in accordance with all applicable County, State, and Federal laws and regulations.

ACKNOWLEDGMENT

The undersigned, having carefully read and considered the Request for Proposals for the Ouray County Classification and Compensation Study, does hereby offer to perform such services on behalf of Ouray County, in the manner described and subject to the terms and conditions set forth in the attached Request for Proposals.

The undersigned further states that this bid is made in good faith.

Proposer Business Name: _____

Authorized Representative Signature: _____

Authorized Representative Name & Title (print): _____

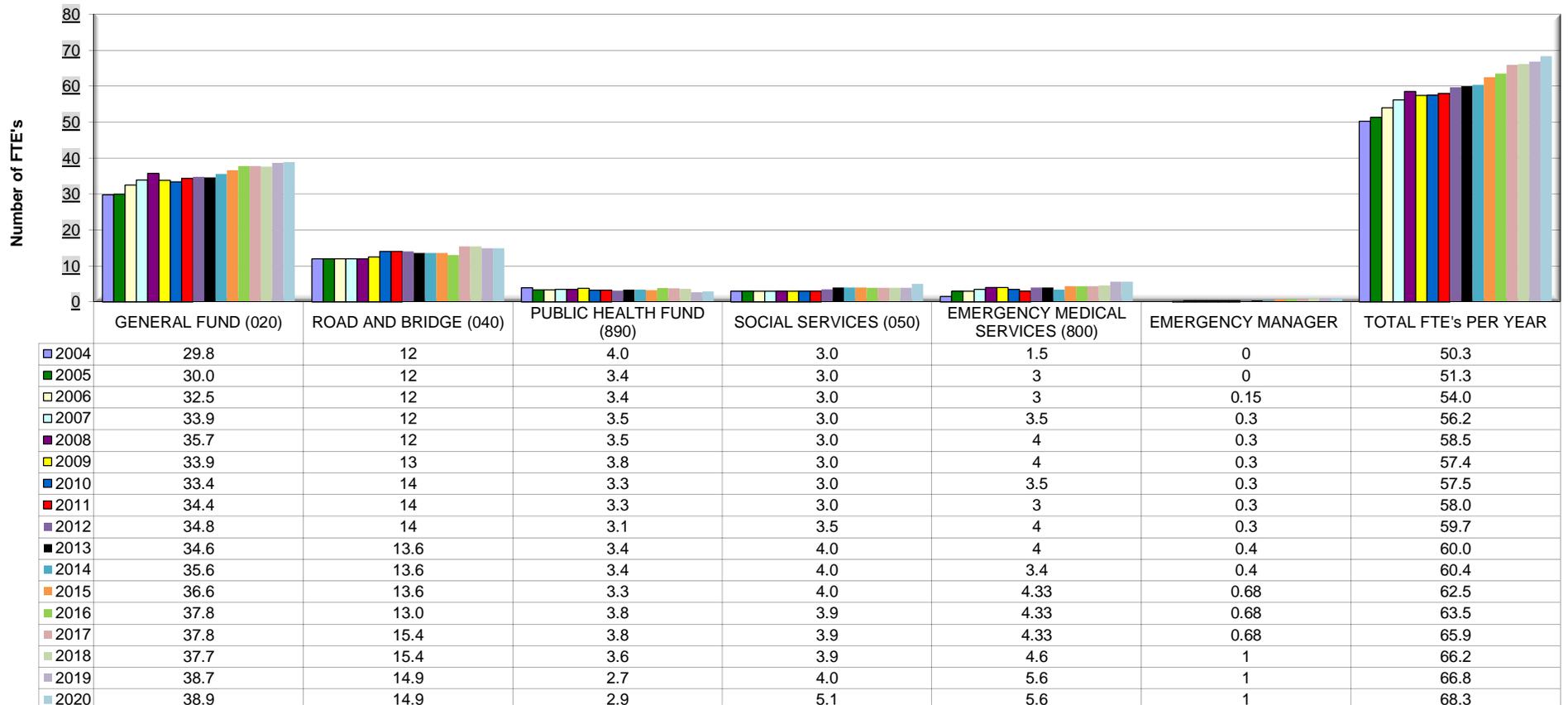
Address: _____

Phone: _____

Email: _____

Exhibit A

FTE's by Fund 2004 - 2020



**2020
SALARY MATRIX
(Reflects 3% COLA)**

Exhibit B

Class Title	Grade	2020 Min	2020 Mid	2020 Max
Custodian	1	\$ 27,323.48	\$ 28,995.90	\$ 30,770.68
Facilities Maintenance Assistant	5	\$ 33,849.00	\$ 35,920.83	\$ 38,119.48
Administrative Assistant	7	\$ 37,674.78	\$ 39,980.78	\$ 42,427.92
Fairgrounds Assistant	7	\$ 37,674.78	\$ 39,980.78	\$ 42,427.92
Weed Technician	7	\$ 37,674.78	\$ 39,980.78	\$ 42,427.92
Deputy Assessor	8	\$ 39,746.90	\$ 42,179.72	\$ 44,761.46
Deputy Clerk & Recorder	8	\$ 39,746.90	\$ 42,179.72	\$ 44,761.46
Deputy Treasurer/Public Trustee	8	\$ 39,746.90	\$ 42,179.72	\$ 44,761.46
Appraiser I	10	\$ 44,239.29	\$ 46,947.09	\$ 49,820.62
Equipment Operator	10	\$ 44,239.29	\$ 46,947.09	\$ 49,820.62
Exec. Asst./Clerk Bocc	10	\$ 44,239.29	\$ 46,947.09	\$ 49,820.62
Mechanic	10	\$ 44,239.29	\$ 46,947.09	\$ 49,820.62
Records Administrator	11	\$ 46,672.45	\$ 49,529.18	\$ 52,560.76
Cultural Mediator/Wic	11	\$ 46,672.45	\$ 49,529.18	\$ 52,560.76
EMT	11	\$ 46,672.45	\$ 49,529.18	\$ 52,560.76
GIS Technician	11	\$ 46,672.45	\$ 49,529.18	\$ 52,560.76
IT Technician	11	\$ 46,672.45	\$ 49,529.18	\$ 52,560.76
Accountant I	12	\$ 49,239.43	\$ 52,253.28	\$ 55,451.60
Case Manager	12	\$ 49,239.43	\$ 52,253.28	\$ 55,451.60
Courthouse Security	12	\$ 49,239.43	\$ 52,253.28	\$ 55,451.60
Associate Weed Manager	12	\$ 49,239.43	\$ 52,253.28	\$ 55,451.60
Building Inspector	13	\$ 51,947.60	\$ 55,127.21	\$ 58,501.44
Chief Deputy Treasurer	13	\$ 51,947.60	\$ 55,127.21	\$ 58,501.44
Chief Deputy Clerk	13	\$ 51,947.60	\$ 55,127.21	\$ 58,501.44
Fairground Assistant Manager	13	\$ 51,947.60	\$ 55,127.21	\$ 58,501.44
R&B Inspector/Equip.Oper.	13	\$ 51,947.61	\$ 55,127.22	\$ 58,501.44
Deputy Sheriff	14	\$ 54,804.72	\$ 58,159.20	\$ 61,719.01

08/11/2020

**2020
SALARY MATRIX
(Reflects 3% COLA)**

Paramedic	14	\$	54,804.72	\$	58,159.21	\$	61,719.02
Weed Manager	14	\$	54,804.72	\$	58,159.21	\$	61,719.02
Chief Appraiser	14	\$	54,804.72	\$	58,159.21	\$	61,719.02
Associate Planner	14	\$	54,804.72	\$	58,159.21	\$	61,719.02
Caseworker	15	\$	57,819.75	\$	61,358.78	\$	65,114.43
Road Foreman	15	\$	57,819.75	\$	61,358.78	\$	65,114.43
Administrative Specialist	16	\$	60,999.03	\$	64,732.65	\$	68,694.81
Registered Nurse	16	\$	60,999.03	\$	64,732.65	\$	68,694.81
Registerd Nurse - Health Educator	16	\$	60,999.03	\$	64,732.65	\$	68,694.81
Senior Planner	16	\$	60,999.02	\$	64,732.65	\$	68,694.81
Facilities Manager	17	\$	64,353.97	\$	68,292.95	\$	72,473.02
Human Resources Director	17	\$	64,353.97	\$	68,292.95	\$	72,473.02
Emergency Manager	17	\$	64,353.97	\$	68,292.95	\$	72,473.03
Chief Paramedic	18	\$	67,893.44	\$	72,049.06	\$	76,459.04
Fairgrounds Manager	18	\$	67,893.44	\$	72,049.06	\$	76,459.04
Assistant Road Superintendent	18	\$	67,893.44	\$	72,049.06	\$	76,459.04
GIS/IT Managaer	20	\$	75,567.10	\$	80,192.41	\$	85,100.82
Social Services Director	21	\$	79,723.29	\$	84,602.99	\$	89,781.37
Public Health Director	21	\$	79,723.29	\$	84,602.99	\$	89,781.37
Undersheriff	22	\$	84,108.07	\$	89,256.15	\$	94,719.35
Planning Director	23	\$	88,734.01	\$	94,165.24	\$	99,928.91
Road & Bridge Superintendent	23	\$	88,734.01	\$	94,165.24	\$	99,928.91
Public Works Director	24	\$	93,614.38	\$	99,344.33	\$	105,425.00
County Attorney	27	\$	109,925.88	\$	116,654.22	\$	123,794.40
County Administrator	28	\$	115,971.80	\$	123,070.21	\$	130,603.09

Class Title	Grade	2019 Min	2019 Mid	2019 Max
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Cost of Living Adjustments (COLA's) History:

In 2016, the County implemented its Classification and Compensation recommendations as a result of the 2015 Classification and Compensation Study. Adjustments to compensation were made for those employees outside of their Grades.

Listed below is a table illustrating the Cost of Living Adjustments provided to employees for budget years' 2006 through 2020:

Historical Summary of Cost of Living Adjustments (COLA's)
2006: 3.0% COLA, reflective of an adjusted 3.0% salary matrix
2007: 3.0% COLA, reflective of an adjusted 3.0% salary matrix
2008: 3.5% COLA, reflective of an adjusted 3.5% salary matrix
2009: 2.0% COLA, reflective of an adjusted 2.0% salary matrix
2010: 0.0% COLA, with no adjustment to the salary matrix
2011: 0.0% COLA, with no adjustment to the salary matrix
2012: 0.0% COLA, with no adjustment to the salary matrix
2013: 0.0% COLA, with no adjustment to the salary matrix
2014: 0.0% COLA, with no adjustment to the salary matrix
2015: 5.5% COLA, reflective of an adjusted 5.5% salary matrix
2016: 0.0% COLA, Implemented Classification and Compensation Recommendations
2017: 1.0% COLA, reflective of an adjusted 1.0% salary matrix
2018: 3.0% COLA, reflective of an adjusted 3.0% matrix
2019: 2.0% COLA, reflective of an adjusted 2.0% matrix
2020: 3.0% COLA, reflective of an adjusted 3.0% matrix

The County was unable to provide a cost of living adjustment (COLA) to its employees for budget years' 2010 through 2014 due to the nationwide economic downturn. However, after fully examining the County's budget during the 2015 budget process, the County was able to provide its employees a 5.5% Cost of Living Adjustment (COLA) in 2015 under a reduced workweek umbrella. In 2016, the County implemented its classification and compensation recommendations and from all years forward has been able to provide a cost of living adjustment to its employees.

ADDENDUM TO
Request for Proposals
Ouray County, Colorado
Classification and Compensation Review and Update

ADDENDUM TO SCOPE OF SERVICES

The Compensation Study shall include, but is not be limited to:

- ❑ Review of current compensation practices and compensation.
- ❑ Orientation and briefing sessions with elected officials, department heads and employees.
- ❑ Review and update job descriptions as may be needed and create new job descriptions as requested.
- ❑ Review and make recommendations regarding FLSA Exempt/Non-exempt status for each position.
- ❑ Develop new job ~~titles positions~~ and grades as may be needed or requested by the County.
- ❑ Ensure market equity by comparing Ouray County to other county governments, local municipalities and local businesses as appropriate. The following selected counties and towns should be used, at a minimum, for comparison purposes to Ouray County, but should not be limited to the following:
 - San Miguel County
 - Montrose County
 - La Plata County
 - Montezuma County
 - Pitkin County
 - Summit County
 - Routt County
 - Gunnison County
 - Eagle County
 - Town of Ridgway
 - City of Ouray
 - City of Montrose
 - ~~Montrose County~~ (listed twice)
 - Town of Telluride
 - Mountain Village
- ❑ Review and update the existing grade structure (Salary Matrix) as may be needed.
- ❑ Prepare and provide a final report (five bound hard copies and one electronic copy. Report should contain an introductory section that describes an overview of the process undertaken, job/position concepts, salary matrix review, market analysis and comparisons, and other pertinent information.
- ❑ Explain the methodology used to maintain internal and external compensation equity in the future when adding, changing or deleting positions.
- ❑ Provide a recommendation for reviewing and adjusting compensation grades.

QUALIFICATIONS:

Successful Firm:

- ❑ A minimum of five-year's experience with public sector (government) classification and compensation studies.
- ❑ Must be knowledgeable of applicable federal and state laws pertaining to classification/compensation.

ADDENDUM TO PROPOSAL CONTENT AND FORMAT

Proposals must include the following information beginning with a table of contents:

SECTION 1: GENERAL INFORMATION

1. Consultant firm name, address, telephone number and email.
2. Description of the firm, including size, location(s), and number of years in business.
3. Names, titles, phone numbers, and email addresses of all principals and/or officers of the firm.
4. Organization chart.
5. Resumes of key personnel to be committed to the project. Include education, number of years of experience in classification and compensation studies, and the project role or assignment. Identify the lead consultant for the project, who will be responsible for all communication and coordination with the Ouray County Administrator.

SECTION 2: TECHNICAL PROPOSAL

1. Define the approach to completing the assessment as outlined in the Scope of Services.
2. Describe key attributes of personnel as they pertain to the requirements of this project. Provide the name of one individual designated as the Project Manager and how he/she would manage and serve as the key contact for the duration of the project.
3. Provide a project approach, detailed work plan, a project schedule containing milestones and deliverables. Include any additional services of benefit to the project.
4. Complete description of job analysis and compensation methodology, including objectives, end products, step-by-step study, process and procedures, and tasks to be performed.
5. Identify how employees, supervisors, department heads and/or elected officials will be involved and informed during the process. Explain how the completed project will be presented to the full employee base and key county personnel, on the methodology used to systematically assess job classifications in order to maintain internal and external compensation equity.
6. Copy of one completed study, conducted during the past five (5) years, for a public entity of similar size. List of four (4) public entity clients of similar size for which similar studies have been conducted. Provide public entity name, contact person, address, email address and phone number.
7. Description of how Ouray County can keep this new compensation study current in future years.
8. Estimate of current and projected workload.
9. Include the Acknowledgment form as the final page of the Technical Proposal.

SECTION 3: COST PROPOSAL

1. ~~Complete and return the~~ Provide a summary of Major Costs as the first page of Section 3.
2. Indicate how the project budget will be allocated, both by task and document.
3. Provide an estimated hourly breakdown by task.
4. Provide a summary of billing rates or a fee schedule, including rates or fees for additional services of benefit to the project.
5. Include a "not to exceed" amount for the project.

Questions and Answers regarding Ouray County
RFP for the Classification and Compensation Review and Update
September 2, 2020

1. Do you need benefits reviewed as part of this study?

No, but it would be good for you to know what Ouray County does provide as follows:

- a. Provides a 5% matching retirement contribution for all full-time employees working 30 hours or more per week;
 - b. Pays 100% of employee health insurance for employee and allows three different health benefit options for employees to choose from;
 - The employee may select a plan with a lower deductible and out-of-pocket as a payroll deduction.
 - c. Provides a \$10,000 life insurance policy,
 - d. Offers ancillary insurance options such as cancer insurance, accident, long-term disability, dental, vision, etc.;
 - e. Offers the opportunity to contribute to a 457 deferred compensation plan and Roth IRA;
 - f. Provides up to 11 paid holidays generally dependent upon how they fall within the week;
 - g. Provides a 3-tier level of vacation accrual based upon years of employee;
 - h. Provides 4 hours per month of paid personal leave;
 - i. Provides 4 hours per month of sick leave; and
 - j. Operates on a 4-day per week work schedule (M-TH).
2. Are all 68 employees are being reviewed as part of this study?

Primarily review of position grades and job descriptions. Special requests may be made of consultant for some positions or new positions/job descriptions.

3. Are all 52 job classifications / titles associated with the number of employees being reviewed as part of this study?

Yes, some employees have the same job titles and positions.

4. Do you have a projected budget range for this project?

\$20,000 - \$25,000

5. Do you have a projected timeline for this project?

For implementation in late spring of 2021.

Questions and Answers regarding Ouray County
RFP for the Classification and Compensation Review and Update
September 10, 2020

1. Did the prior consultant leave in place a method to evaluate new positions and/or reclassify current positions if job duties changed? For example an internal equity scoring method that would assist in place positions in the pay matrix.

The last consultant provided a System Administration section with recommendations that small-scale salary surveys be conducted as needed to assess the market competitiveness and also suggested that the County conduct a comprehensive class and comp study every three to five years.

2. On page 2 of the RFP, we need clarification on a portion of this statement: "Consulting firms' proposals must consider internal and external equity analysis with job comparisons *using established job related criteria.*"
 - a. Specifically, does "using established job related criteria" mean that the selected Consultant must use the compensatory factors and/or scoring completed by Evergreen?

No. Each proposer may suggest its own methodology.

- b. Does the County use Evergreen's Job Force Manager software?

No.

3. Have there been significant changes to work or staffing, in general or in specific departments, since the 2015 Evergreen study?

No.

4. Does the County desire all employees to complete a job analysis or position questionnaire?

It would be optimal. However, we are really looking for a review and update to our class and comp. In other words, we want to make sure that our compensation grades are within market. Job descriptions were update five years ago and may be reviewed and adjusted as needed and there will be a few new job descriptions that will need to be created.

5. To keep costs down, is the County open to phone/video conferencing for management meetings and employee interviews?

Yes, absolutely. We are currently using Zoom and engaging in virtual meetings.

6. Who will be the Project Liaison?

Connie Hunt, County Administrator

7. What is the County's desired timeframe (start and end) for this study?

We are anticipating implementation proposed changes in late spring, 2021

8. Will a final in-person presentation be needed for the Board of County Commissioners, employees or other parties?

Yes to Board of County Commissioners, Department Heads and Elected Officials.

Questions and Answers regarding Ouray County
RFP for the Classification and Compensation Review and Update
September 16, 2020

1. Are any of the orientation and briefing sessions in person, or will all meetings be remote?

Ouray County will conduct interviews via Zoom. We are currently conducting all of our meetings virtually at this time. So, unless things change with COVID, we will most likely be doing interviews, meetings, and briefing sessions virtually.

2. Regarding the job description updates, are you expecting a complete redraft or a more superficial update?

We are expecting more of an overview and updates as needed.

3. Regarding the FLSA review, many jobs you would like reviewed?

All of the Department Heads are exempt. So, there may only be two or three positions that we would ask the consultant to review for exempt/non-exempt status and there may be a couple of job descriptions that we need developed.

4. For the peer review, do you expect a custom survey process in which the selected firm will solicit the peer organizations for compensation data, is this data readily available, or do you have a preferred method on how this data should be obtained?

We would expect the consultant to solicit market data comparisons from the counties and cities that we listed. It should be relatively easy to obtain.