

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

**REQUEST FOR PROPOSALS
(RFP)**

CLASSIFICATION AND COMPENSATION STUDY 2017

STANDARD INSTRUCTIONS TO VENDORS

August 11, 2017

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Orange County Mosquito & Vector Control District (OCMVCD), Garden Grove, California, is seeking proposals from qualified firms to conduct a Classification and Compensation Study, as more thoroughly described below.

II. KEY EVENT DATES

Posting of RFP for Public View	August 11, 2017
Advertisement of RFP	August 11, 2017
RFP Open	August 21, 2017
Deadline for submissions of questions	September 14, 2017
Bid Close & Public Opening of Submitted Bids	September 20, 2017
Contract Award	October 19, 2017

III. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

Supplemental information requests may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, at no charge, from:

Liz Escobar		Terry Pospisil
Administrative Assistant		Accounting Specialist
eescobar@ocvcd.org	or	tpospasil@ocvcd.org
(714) 971-2421 Ext. 158		(714) 971-2421 Ext. 114

Questions regarding the proposal must be received in writing by September 14, 2017 and must be directed to:

Wendy Goodson
Director of Administrative Services
13001 Garden Grove Boulevard
Garden Grove, California 92843
wgoodson@ocvcd.org

V. PURPOSE

A. The intent of this Request for Proposal (RFP) is to obtain firm fixed price proposals from qualified firms that have significant experience conducting salary surveys and comparative analyses, preferably involving public agencies to:

- 1) Conduct an employee classification and compensation study of Orange County Mosquito and Vector Control District employees and;
- 2) Perform a thorough review of all current job descriptions, and if applicable, make recommendations for changes to those job descriptions; and
- 3) Based on that study, prepare recommendations for an updated classification and compensation plan for all affected employees.

VI. GENERAL INFORMATION

The Orange County Mosquito and Vector Control District is a special district governed by a Board of Trustees comprised of 35 members, of which 34 members are each appointed by the city they represent within the District, and one Board member is appointed by the Orange County Board of Supervisors and represents the unincorporated area of the County-at- Large. The District maintain a year-round operational control and disease surveillance program for mosquitos, rats, flies, and fire ants.

VII. INSURANCE REQUIREMENTS

A. Insurance Requirements:

The Awardee shall produce and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Awardee, his agents, representative, employees or subcontractors.

B. Insurance Coverages & Limits Required:

The Awardee shall maintain limits of insurance no less than:

- 1) Worker's Compensation : As required by the state of California Awardee shall provide a waiver of subrogation endorsement, under the terms of the workers' compensation insurance.

- 2) General Liability: **\$1,000,000** per occurrences for bodily injury, personal injury and property damage.
- 3) Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- 4) Professional Liability (Errors & Omissions): **\$2,000,000** per occurrence.

- All insurance requirements shall be submitted with Awardee's proposal.
- If Awardee maintains higher limits than the minimum shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the Awardees.
- The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance and shall be provided with an additional insured endorsement on the general liability policy.
- All insurance to be provided by the Awardee shall be issued by a company authorized to do so in the State of California.

C. Substitutions

NO substitutions or cancelations are permitted after award without written approval by the Purchasing Agent.

D. Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Invoices shall be submitted to using departments. Upon acceptance of work, the District will render payment within forty-five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until said work or services are completed and accepted.

1) Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable

2) Termination for Cause

Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

VIII. SCOPE OF SERVICES

A classification and compensation study and analysis of the Orange County Mosquito and Vector Control District and competing industry. It is expected that the study will recommend adjustments and/or restructure to the District's job classification and compensation structure for affected positions.

As of June 30, 2017, the District had a total of sixty-five (65) full-time equivalent (FTE) staff and forty three (43) extra help staff for a total of one hundred eight (108) employees covering thirty seven (37) job classifications including the District Manager position. The District has one (1) salary schedule.

A. All proposals must be made on the basis of and either meeting or exceeding the requirements contained herein. Failure to provide any of the following requirements may be cause for proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum:

- 1) Review and assess the district's current classifications, job descriptions and compensation plan for all professional and technical positions (affected positions) as of June 30, 2017.
- 2) Review and assess industry job classifications, job descriptions, compensation and related information.
- 3) Develop survey material, conduct surveys and coordinate survey collection with affected positions.
- 4) Complete internal salary relationship analyses including the development of appropriate internal salary relationship guidelines.
- 5) Update job classifications, job descriptions to reflect requirements such as essential functions, supervision exercised, minimum qualifications, exempt/non-exempt/confidential determinations pursuant to the Fair Labor Standards Act (FLSA) and applicable requirements in compliance with the Americans with Disabilities Act (ADA)
- 6) Coordinate and attend meetings throughout the process with District management to explain methodology, survey results, interpretations and clarifications.

- 7) Provide and present final classification and compensation plan/s including fiscal impact reports.
- 8) Provide proposed plan implementation support.

IV. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

All bids shall be submitted to the office of the Orange County Mosquito & Vector Control District located at 13001 Garden Grove Boulevard, Garden Grove, California. All proposals will be accepted until the hour of 3:00 P.M. on September 20, 2017. Late proposals will not be accepted. All bids must be received no later than the date and time specified. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. mail, FedEx, UPS, or other delivery service, or by walk-in. This project shall be bid under the terms of the Contract Documents including this RFP and will be awarded on a fixed sum basis.

All proposals shall be accompanied by the mandatory insurance requirements as stated in Section VII of this PRF. All proposals must be mailed or delivered to:

Orange County Mosquito & Vector Control District
Attn: Administrative Services
13001 Garden Grove Boulevard
Garden Grove, California 92843.

All proposals must be clearly marked in the lower left corner of the envelope with the following information:

Classification and Compensation Study 2017
Due: Wednesday, September 20, 2017
SEALED PROPOSAL

Failure to do so may result in premature disclosure of your proposal and therefore disqualification of the bid. Any proposal received after the specified date shall be returned unopened. The District reserves the right to reject any and all proposals. The submittal of a submitted proposal does not guarantee a contract with the District.