



Golden Sierra

REQUEST FOR QUOTE **SPECIFICATIONS**

DATE: February 6, 2023

TO: Distribution

SENT: Via Email

Golden Sierra Job Training Agency (Golden Sierra) is a government/public agency that administers workforce development programs within Placer, El Dorado, and Alpine Counties.

Information about Golden Sierra's services and special projects can be found here:

<https://goldensierra.com/>

<https://tricountyjobfair.org/>

<https://constructionfundamentals.com/>

Purpose:

Golden Sierra is seeking quotes from full-service consulting firms with expertise in evaluating pay scales, benefits, and job descriptions. The consultant should be able to provide references from other municipalities or government agencies where similar work was performed. Our desire is to obtain a provider who will review existing job descriptions, analyze the duties performed by employees, determine the correct market pay for each position, establish the market value of the employee benefits package, and provide a market analysis of the total compensation package.

Scope of work:

- Review and update up to 10 job descriptions.
- Solicit input from staff and leadership (ex. Interviews or questionnaires) to draft updated job descriptions.
- Conduct a market analysis of the salary and benefit structure.
- Make recommendations for changes to current classification system.
- Prepare a final report with compensation study and proposed salary structure.

Golden Sierra Job Training Agency will provide the following information to the successful respondent:

- Current job descriptions
- All wage, salary, and benefit schedules
- Current employee handbook and MOU
- Approved organizational chart
- Existing performance evaluation tools

Quotes must include the following:

1. General Overview, including:
 - Company name, address, phone number, email address, and contact person
 - Agency history
 - Principals/Bios
2. Experience, including:
 - Current client list
 - Specific areas of expertise
 - Provide background on staff identified to facilitate scope of work.
3. Costs
 - Project costs
 - Estimated hours to complete project
 - Other costs which would not be included in hourly rate for Scope of Services

Please submit all question via email to magnussen@goldensierra.com.

All questions & answers will be posted on website at rfp.goldensierra.com.

Please sign and date quote. **All quotes not signed and dated will not be accepted.**
Quotes must be submitted by email to:

Email: magnussen@goldensierra.com

All quotes **must** be received by:

February 24, 2023
5:00 p.m.