



SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

REQUEST FOR PROPOSALS

FOR

CLASS AND COMPENSATION STUDY

SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

RFP No. 2023-004

ISSUE DATE: January 18, 2023

DUE DATE & TIME: February 9, 2023 at 3:00PM

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1. Objective and Scope of Services:

The Sacramento Metropolitan Cable Television Commission (herein referred to as Cable Commission) requests a time and cost estimate to conduct a classification and compensation study of Cable Commission positions. The intention of the study is to update each class spec to accurately represent the positions as well as to ensure the salaries are competitively aligned with that of comparable industry positions.

Cable Commission positions are comprised of both Administrative and Cable/Production classes (Attachment C). The Cable Commission's workforce currently encompasses four Administrative classes and seven Production classes. As Cable/Production classes are not typically common within public sector agencies, it will be necessary to survey private sector agencies/organizations to benchmark comparable classes.

The Cable Commission prioritizes the class and compensation study deliverables as follows:

1. Production classes – completion of both the class and compensation study.
2. Administrative classes – completion of both the class and compensation study.

The classification study should include the following components:

- Staff's completion of position description questionnaires (PDQ)
- Performing desk audits
- Providing recommended class spec changes, which may include the revision of existing class specs, the creation of new classes and/or class series, and/or the merging of existing classes
- Recommending the appropriate class for each Cable Commission employee, which consists of the following
 - Four full-time Administrative staff
 - Four full-time Production staff
 - Several part-time Production staff (collective recommendation)

The salary study/survey should include the following components for all classes that are recommended as a result of the classification study:

- Base salary range
- Total compensation, including but not limited to all additional cash payments, vacation buy back, deferred comp/401k/other employer match, employee out of pocket cost for health, dental, and vision benefits, and employee retirement contributions
- Employer costs for health, dental, and vision benefits and retirement contributions
- Tax deferment options (e.g. 401A, 457, etc.)
- Any other related long-term incentive plans (e.g. longevity pay, etc.)

The salary study scope and deliverables must include:

- Conferring with Cable Commission leadership to discuss and understand appropriate comparable classes and organizations that employ comparable classes
- Determining the most appropriate study method/ data collection tool
- Auditing similar positions/classes in the survey jurisdictions for comparability and collecting requested data
- Preparing a report of findings, including
 - Study methodology
 - Summary of survey data collected
 - Rationale/philosophy for any recommended changes
- Presenting findings/recommendations to the Cable Commission Executive Director

Cable Commission staff will provide the existing class specifications/job descriptions for all existing classes, reference organizational charts, and a list of the survey agencies. In addition, Cable Commission staff will assist in scheduling any necessary meetings and providing additional information, as requested.

2. Key Action Dates:

Release of RFP	January 18, 2023
Deadline for Questions	January 31, 2023 at 3:00PM
Posting of Addenda and Response to Questions to Cable Commission website	February 2, 2023 at 5:00PM
Proposal Submittal Deadline	February 9, 2023 at 5:00PM
Consultant Interviews (if needed)	Week of February 13, 2023
Notice of Intent to Award	Week of February 20, 2023

3. Organization and Content of Proposal:

Proposals must include complete and current information for all categories listed below. Proposals shall not exceed 15 pages total length, not including Transmittal Letter, Cover Page, Table of Contents, Section Dividers, Resumes, Insurance, Conflict of Interest Form, and Employment Practices.

SECTION	CONTENTS
Cover Letter	Transmittal
A	Company Background
B	Consultant/Consultant Team
C	Related Experience
D	Cost Proposal
E	Project Schedule
F	Conflicts of Interest
G	Proprietary Information
H	Insurance
I	References
J	Employment Practices

A. Company Background

Provide a brief introduction of consultant/firm's background. Include office locations, main areas of expertise, number of staff, and company background and history.

B. Consultant Team

The proposed project team shall be identified including specific staff responsible the scope of services. Key tasks and the associated personnel shall be identified, including their level of participation. Resumes shall be attached at the end of the proposal and provide key areas of expertise for each team member. The geographic location of the firm and key personnel shall be identified. A local base for key interactive staff is preferred unless the consultant can demonstrate no project impact. Consultant staff must have the appropriate level of experience, and expertise to perform the requested work.

C. Related Experience

Provide a summary of experience with similar class and compensation studies that the firm and the proposed team have completed. The description of each class and compensation study should include the year(s) during which the work was performed, responsibilities of key team members, and a contact person, including telephone number of the project owner. Experience in all areas of class and compensation studies are highly desired.

D. Cost Proposal

The submitted cost information must represent the full estimated cost for professional services.

Proposals for costs on a time-and-materials basis must include an authorized not-to-exceed amount. As well as the following information:

1. Direct hourly labor rates for those staff to be billed to the project.
2. Estimated labor hours (LOE) and fee by task.
3. Types and estimated amount of non-labor costs to be billed to the project.

For flat rate cost proposals, proposal must include full scope of services and deliverables in addition to any services that are not included within the fixed rate accompanied by the direct hourly rates and costs for excluded services and expenses.

E. Project Schedule

A schedule for completion of the class and compensation study deliverables shall be submitted with the proposal. All major outputs and meetings shall be included on the schedule, and time shall be allocated for staff review.

F. Conflicts of Interest

Firms submitting proposals in response to this RFP must disclose to Cable Commission any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect must be included in the proposal. Consultants must submit with their proposal a completed "Conflict of Interest and Non-Collusion Affidavit" Form attached here to as Attachment A.

G. Proprietary Information

Any information submitted in a proposal in response to this RFP which the consultant considers to be proprietary must be identified as such, and the consultant must include the legal basis for a claim of confidentiality. Cable Commission will not assert the confidentiality of such information unless the consultant executes and submits a written agreement prepared by Cable Commission to defend and indemnify the agency for any liability, costs, and expenses incurred in asserting such confidentiality as part of the proposal. The final determination as to whether or not Cable Commission will assert the claim of confidentiality on behalf of the consultant is in the sole discretion of the Cable Commission.

H. Insurance

Provide a summary of the consultant's present and proposed insurance coverage, including commercial general liability, automobile liability, workers' compensation, property damage, employer's liability, and professional liability or errors and omissions liability for the duration of the contract.

I. References

Provide a minimum of three agency contacts for which your project manager and key team members (as members of your firm) have provided similar services. Provide the name, address, telephone number, and e-mail address of the agency representative.

J. Employment Practices

Please provide a summary of your firm’s employment policies and procedures, including any equal employment opportunity and affirmative action policies.

4. Submittal Instructions:

Submit an electronic digital copy of the proposal to Candice Mabra, Executive Director, via email to the following email accounts:

Candice Mabra MabraC@sacsewer.com

SMCTC Executive Director smctc-execdirector@saccounty.gov

All questions regarding this RFP should be directed to Candice Mabra via e-mail at smctc-execdirector@saccounty.gov no later than 3:00 pm on January 31, 2023. Inquiries and responses will be posted to the Cable Commission’s website by February 2, 2023 at 5:00PM. Please note the Cable Commission will respond only to technical questions. Under no circumstances will the interpretive guidance be provided. No oral interpretations shall be made to any respondent as to the meaning of any of the documents.

It is the responsibility of interested firms to periodically check the Cable Commission’s website for amendments to this RFP and responses to inquiries.

5. Proposal Rating Criteria:

The criteria for evaluating the written proposals are described below:

Criteria	Point Value
Overall Responsiveness to RFP	5
Company Background	15
Consultant/Consultant Team	15
Related Experience	20
Cost Proposal	20
Project Schedule	25
Total	100

6. Selection Process:

In order to be considered, interested consultants must submit a complete proposal document, with organization and content consistent with Section 3 of this RFP, by the closing date and time required in Section 4 of this RFP.

Ranking of the proposals will be based on capability/qualifications criteria. Proposals will be evaluated in three phases as follows:

Phase 1: Proposals will be examined as to whether or not the Consultant understood and responded in accordance with the following requirements:

- 1) Proper completion and submittal of required proposal documents
- 2) Acceptability of exceptions taken to agreement terms and conditions
- 3) Related experience requirement met or exceeded

Phase 2: Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table in Section 5 of this RFP. The table identifies criteria used in the determination of the final proposal ranking. If any single criterion score fails to be above zero, the proposal will be automatically rejected. Those proposals with a weighted score of less than 60 will be disqualified. Based upon the evaluation of the proposals and reference checks, the most responsive proposals may be invited to an interview to further aid the selection process. The Cable Commission may also elect to complete the consultant evaluation and selection without going through the interview process.

The Cable Commission reserves the right:

- **To reject any or all Proposals, or any part thereof**
- **To select more than one consultant**
- **To waive any informality in the Proposal**
- **To accept the Proposal that is in the best interest of the Cable Commission**

The Cable Commission's decision will be final.

7. AWARD OF CONTRACT

Award of contract shall be made to the consultant who provides the best value and overall response to the requirements of this RFP. The Cable Commission may select whichever proposal it determines will best serve its interests. The successful consultant will be selected in accordance with the proposal evaluation criteria identified in Section 5 above, and any addenda thereto, except for such immaterial deviation as may be waived by the Cable Commission. Selection is expected to be made on or about February 20, 2023, and may be subject to final approval by the Cable Commission Board. Consultants who submitted proposals will be notified of the outcome of the selection process.

8. ADDITIONAL TERMS AND CONDITIONS

a. Revision of Proposal

Consultants may withdraw or revise a proposal on the consultant's own initiative at any time before the deadline for submission of proposals. The consultant must submit the revised proposal in the same manner as the original proposal on or before the listed proposal due date and time. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any consultant. At any time during the proposal evaluation process, the Cable Commission may request consultant to provide oral or written clarification of its proposal.

b. Errors and Omissions in Proposal

Failure by the Cable Commission to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the consultant from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.