

REQUEST FOR PROPOSALS

February 16, 2024

Kitsap Public Health District (Health District)

Is Requesting Written Proposals to
Research and Recommend Options for Health District
Classification System Design and Salary Schedule Adjustments and Alternative
Strategies/Considerations

RESPONSE DEADLINE FOR SEALED BID PROPOSALS: 4:00 p.m., March 15, 2024 (NOTE: All times shown in this announcement are Pacific Standard Time (PST))

DATE THAT SEALED BID PROPOSALS WILL BE PUBLICLY OPENED: 10:00 a.m., March 18, 2024

1.0 PROJECT DESCRIPTION SUMMARY

The Health District is seeking the assistance of a consultant to conduct a salary survey for Health District job classifications, research public sector classification systems and offer recommendations to adjust and realign the Health District's salary schedule and classification system to support employee recruitment, retention, and job satisfaction. This work will include reviewing the compensation structure and responsibilities of existing positions, new positions and position clusters (job families) to ensure recommendations are consistent with market data and changes over time. This work will also include researching best practices and other public sector agencies' salary and classification schemas.

GENERAL INFORMATION

The Health District is a local governmental public health agency in Washington state formed under Chapters 70.05 and 70.46 Revised Code of Washington (RCW). Job classifications for employees fall under Fair Standards Labor Act (FSLA) exempt or non-exempt categories, and job classifications fall under union represented and non-represented categories. Represented employees are represented by the Professional and Technical Employees Union, Local 17 – PROTEC17. Over the years, the Health Board and Health District have made periodic adjustments to the salary schedules, in part and in whole, based on union contract negotiations, job market influences, and periodically to adjust for increases in the Consumer Price Index to keep employee salaries competitive in the labor market for both recruitment and retention. The adjustments made to the salary schedules over the years have resulted in salary compression between job classifications and their associated salary ranges.

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The Health District's job classification system contains approximately 60 different classifications with each classification comprised of six to eight steps of increasing salary based on qualifications, experience, performance, and length of time employed. The Health District currently employs 123 employees and has an approved 2024 budget which includes a total of 136.70 full time equivalent positions.

The Health District has an interest in establishing consistent schedules across all positions to the extent possible. Suggestions for additional language recommendations in consideration of minimum qualifications and advancing equity may also be requested.

The Health District also has a "years of service" annual longevity bonus benefit to aid in retention, starting at 5-years/\$200 and capping out at 25-years at \$600 prorated by full-time equivalency.

The Health District also offers premium pay options for job-specific specialties and/or certifications, specific on-call assignments, and interpreter/translation services.

The Health District may also seek recommendations regarding the possibility of sunseting positions that do not have incumbents or are no longer needed.

2.0 TIMELINE

Any and all services awarded through this solicitation shall commence in April 2024 and are desired to be completed as soon as possible but prior to August 31, 2024.

3.0 SCOPE OF WORK

Project Goals:

A comprehensive salary survey (evaluation and comparison) of job classifications salary ranges for Health District job classifications with similar job classifications in similar/comparable governmental agencies in the Puget Sound region and Washington state; investigation and recommendation of options to adjust and realign salary schedules based on salary survey findings and possible solutions for addressing salary schedule compression, consistency across salary ranges; and options for adjusting the classification structure. The consultant should emphasize an approach that is viewed as competitive, equitable, and fosters retention, recognition, and recruitment.

Project Objectives:

1. Complete and provide a written salary survey and recommendations for Health District job classifications as compared to similar sized local governmental agencies to determine where each Health District job classification "resides" in a salary schedule continuum.
2. Research and propose written options for adjusting and realigning the Health District's salary schedule to provide for equitable application, address compression issues, with considerations for employer-provided benefit options, and to incorporate the findings of the salary survey.
3. Present findings and recommendations to the Health District and legal representative.

4.0 REQUIRED PROPOSER QUALIFICATIONS AND DESIRED QUALIFICATIONS

Required Qualifications:

1. Proven experience with, and understanding of, local governmental agencies and their general salary systems.
2. Proven experience working with employee unions during contract negotiations.
3. Proven experience conducting salary surveys and compensation system overhauls for local governmental agencies.
4. Proven experience investigating and proposing adjustments to local governmental salary schedules.
5. Demonstrated experience evaluating and proposing options to improve employee retention and salary satisfaction.
6. Demonstrated knowledge of being in-tune with emerging trends in compensation, recruitment, and retention.
7. Demonstrated knowledge of regional and state market trends specific to local governmental agencies.
8. Ability to interact respectfully and professionally with people from diverse backgrounds and socioeconomic status.

5.0 REQUEST FOR PROPOSALS AND CONTRACTING PROCEDURES

Proposal procedures will be implemented in accordance with Health District Policy A-23, Purchasing. Contract development and execution will be implemented in accordance with Policy A-35, Contract Development and Administration. To obtain copies, please contact Margo Chang, (360) 728-2317, or margo.chang@kitsappublichealth.org . Copies of the Health District's current salary schedules and compensation policy are attached in Appendix A and B, respectively.

6.0 REQUIRED PROPOSAL ELEMENTS

Submitted electronic proposals (in PDF format) must include the following information:

1. Phone and email contact information for the consultant main contact and associated staff.
2. Written proposal describing how the proposer intends to complete the work and the timeframe needed to complete the work.
3. Statement of Qualifications showing the Proposer's qualifications to perform the Scope of Work as detailed in Section 4.0. Thorough discussion is encouraged, and information provided concerning:
 - a. A description of the Proposer's organization, including general expertise, work experience as related to this Request for Proposals, and work history conducting salary schedule adjustments and providing options to improve employee recruitment and retention.
 - b. At least two (2) examples of prior similar work products.
4. Completed Proposer's Questionnaire Form (**Appendix C**).

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5. Completed Form: Orders, Notices, or Citations brought against the Proposer within the past five (5) years (**Appendix D**).
6. Completed Suspension/Debarment Certificate (**Appendix E**).
7. A list of at least two (2) references and their contact information.
8. Written confirmation that the Proposer can meet all the elements in Section 4.0, Scope of Work.
9. Description of the process and timeline the consultant will use to complete this project.
10. Detailed description of project costs and project budget.

7.0 SELECTION PROCESS

Representatives of the Health District will review all qualified proposals according to the criteria provided below.

Evaluation criteria:

Proposals will be evaluated and scored by representatives of the Health District as follows:

1. Qualifications (Up to 10 points). The successful respondent will demonstrate successful experience in performing similar salary surveys, salary schedule adjustments/revisions options, and salary/bonus pay retention options, as well as the following (and Section 5.0) for the project team:
 - Education, experience, knowledge, skills, and qualifications in providing these services;
 - Expertise in working with governmental agencies and their respective salary systems;
 - Ability and history to complete projects on-time and on/under budget;
 - Demonstrated examples of previous successful work performance in governmental salary system improvements; and
 - Projected timeline to deliver the written assessment and recommendations report.
2. Examples and quality of written salary system surveys and options reports (Up to 10 points) previously prepared by consultant along with any references or post-assessment evaluations of consultant from past customers.
3. Completeness, quality, and clarity of proposal (Up to 10 points) with respect to the scope of work. Preference will be given to robust, specific, and explanative proposals.
4. Budget/Costs and Timeline of Completing the Scope of Work (Up to 10 points). The projected budget/costs of completing the scope of work, and the proposed time frame to complete the work, relative to the other proposals and the quality of the proposal.

It is the sole responsibility and discretion of the Kitsap Public Health District to accept or reject any and all proposals.

8.0 SUBMITTAL GUIDELINES AND DEADLINES

To be considered for this Request for Proposals, four (4) hardcopies **OR** one electronic copy (in PDF format) of the proposal must be submitted by **4:00 p.m. on March 15, 2024**.

Electronic proposals shall be emailed to Margo Chang at margo.chang@kitsappublichealth.org.

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Proposals that are received after **4:00 p.m. on March 15, 2024**, or not submitted in accordance with this announcement, will automatically be rejected and will not receive further consideration.

Proposers are solely responsible for all costs incurred in the development and submission of the response to this Request for Proposals, and any future expenses that may lead to execution of a contract and agreement with Kitsap Public Health until such agreement is full executed. All materials submitted become the property of Kitsap Public Health District.

The Health District reserves the following rights for acceptance, modification, and/or rejection of submitted proposals such as:

1. Rejection of any or all proposals.
2. Rejection of any proposals not in compliance with requirements of this Request for Proposals.
3. Providing addenda, amendments, supplementary material, or other modifications to the proposal specifications.
4. Extension of the submittal deadline.
5. Cancellation of the Request for Proposals without issuance of another Request for Proposals.
6. Issuance of subsequent requests for new proposals.
7. Determination to select one or more Proposers for negotiation of a final contract(s).
8. To waive any informality in any response and to delete certain items listed in the informal bid as set herein.
9. Decisions made by Kitsap Public Health District will be final.

Bids will be officially opened and announced via an electronic virtual meeting (Zoom link to be made available) at approximately **10:00 a.m., March 18, 2024**.

The selection and notification of the chosen proposal will be made no later than **4:00 p.m., March 22, 2024**, via email notification.

9.0 CONTRACT TERMS AND CONDITIONS

If a contract is awarded through this Request for Proposals, the contractor shall agree to enter into contract negotiations providing a template for Health District approval.

10.0 TECHNICAL POINT OF CONTACT AND QUESTION/RESPONSE PERIOD

For questions concerning the Request for Proposals prior to the submittal deadline, please direct written inquiries **by email** to:

Margo Chang

Email: margo.chang@kitsappublichealth.org

Written inquiries will be accepted until **3:30 p.m. on March 1, 2024**. A written response to all questions will be prepared and forwarded to all applicants who submit questions and/or notify Margo Chang of their participation in the Request for Proposals process by **5:00 p.m. on March 8, 2024**.

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Prospective bidders are encouraged to notify Margo Chang by email by **3:30 p.m. on March 1, 2024** --- even if they do not have any questions --- so that they may be included in the written response to questions that will be issued on **March 8, 2024**.

Margo Chang will send an email acknowledgment of received questions or notifications to verify receipt of emails. If you submit questions or a notification, and do not receive an email acknowledgment by 4:00 p.m. on March 4, 2024, please call Margo Chang at 360.728.2317.

The process above will be the only opportunity for questions and responses during the proposal response period.

Appendix A
2024 SALARY SCHEDULES

CLERICAL UNIT SALARY SCHEDULE
EFFECTIVE 1/1/2024 THROUGH 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	Secretary/Clerk 1	2,828	2,969	3,117	3,273	3,437	3,609
Competitive		16.32	17.13	17.98	18.88	19.83	20.82
2	Secretary/Clerk 2	3,273	3,437	3,609	3,789	3,978	4,177
Comp/Non		18.88	19.83	20.82	21.86	22.95	24.10
3	Sr. Secretary/Clerk	3,609	3,789	3,978	4,177	4,386	4,605
Noncompetitive		20.82	21.86	22.95	24.10	25.30	26.57
4	Permit Technician 1	3,772	3,961	4,159	4,367	4,585	4,814
Competitive		21.76	22.85	23.99	25.19	26.45	27.77
5	Permit Technician 2	4,159	4,367	4,585	4,814	5,055	5,308
Competitive		23.99	25.19	26.45	27.77	29.16	30.62
6	Secretary/Clerk 3	3,978	4,177	4,386	4,605	4,835	5,077
Competitive		22.95	24.10	25.30	26.57	27.89	29.29
7	Accounting Assistant 1	3,618	3,799	3,989	4,188	4,397	4,617
Competitive		20.87	21.92	23.01	24.16	25.37	26.64
8	Accounting Assistant 2	3,978	4,177	4,386	4,605	4,835	5,077
Comp/Non		22.95	24.10	25.30	26.57	27.89	29.29
9	Sr. Accounting Assistant	4,386	4,605	4,835	5,077	5,331	5,598
Noncompetitive		25.30	26.57	27.89	29.29	30.76	32.30
10	Secretary/Clerk 4	4,433	4,655	4,888	5,132	5,389	5,658
Competitive		25.58	26.86	28.20	29.61	31.09	32.64

ENVIRONMENTAL HEALTH UNIT SALARY SCHEDULE
EFFECTIVE 1/1/2024 THROUGH 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	EH Technician 1	3,642	3,824	4,015	4,216	4,427	4,648	4,880	5,124
Competitive		21.01	22.06	23.16	24.32	25.54	26.82	28.15	29.56
2	EH Technician 2	4,015	4,216	4,427	4,648	4,880	5,124	5,380	5,649
Comp/Non		23.16	24.32	25.54	26.82	28.15	29.56	31.04	32.59
3	EH Specialist 1	4,427	4,648	4,880	5,124	5,380	5,649	5,931	6,228
Competitive		25.54	26.82	28.15	29.56	31.04	32.59	34.22	35.93
4	EH Specialist 2	4,880	5,124	5,380	5,649	5,931	6,228	6,539	6,866
Comp/Non		28.15	29.56	31.04	32.59	34.22	35.93	37.73	39.61
5	EH Specialist 2 - RS	5,124	5,380	5,649	5,931	6,228	6,539	6,866	7,209
Comp/Non		29.56	31.04	32.59	34.22	35.93	37.73	39.61	41.59
6	Senior EH Specialist	5,411	5,682	5,966	6,264	6,577	6,906	7,251	7,614
Noncompetitive		31.22	32.78	34.42	36.14	37.94	39.84	41.83	43.93
7	EH Specialist 3	5,930	6,227	6,538	6,865	7,208	7,568	7,946	8,343
Competitive		34.21	35.93	37.72	39.61	41.59	43.66	45.84	48.13

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REGISTERED NURSES UNIT SALARY SCHEDULE

EFFECTIVE 1/1/2024 THROUGH 12/31/2024

Classification*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RN	5,079 29.30	5,333 30.77	5,600 32.31	5,880 33.92	6,174 35.62	6,483 37.40	6,807 39.27	7,147 41.23
PHN	5,495 31.70	5,770 33.29	6,059 34.96	6,362 36.70	6,680 38.54	7,014 40.47	7,365 42.49	7,733 44.61
PHN-AP	5,770 33.29	6,059 34.96	6,362 36.70	6,680 38.54	7,014 40.47	7,365 42.49	7,733 44.61	8,120 46.85
PHN Supervisor	6,362 36.70	6,680 38.54	7,014 40.47	7,365 42.49	7,733 44.61	8,120 46.85	8,526 49.19	8,952 51.65
PHN-ARNP	6,954 40.12	7,302 42.13	7,667 44.23	8,050 46.44	8,453 48.77	8,876 51.21	9,320 53.77	9,786 56.46

\$0.25 per hour will be added for continuing proof of ANA certification in public health or other job-specific specialty (i.e., MCH).

RN: Registered Nurse

PHN: Public Health Nurse

PHN-AP: Public Health Nurse - Advanced Practice

PHN Supervisor: Public Health Nurse Supervisor

PHN-ARNP: Public Health Nurse - Advanced Registered Nurse Practitioner

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HEALTH PROFESSIONAL AND TECHNICAL UNIT

EFFECTIVE 1/1/2024 THROUGH 12/31/2024

Range	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
HPT-1	Custodian	2,940 16.96	3,087 17.81	3,241 18.70	3,403 19.63	3,573 20.61	3,752 21.65
HPT-2	Custodian/Maintenance	3,511 20.26	3,687 21.27	3,871 22.33	4,065 23.45	4,268 24.62	4,481 25.85
HPT-3	Community Health Worker Health Services Worker	3,584 20.68	3,763 21.71	3,951 22.79	4,149 23.94	4,356 25.13	4,574 26.39
HPT-4	Licensed Practical Nurse 1	3,547 20.46	3,724 21.49	3,910 22.56	4,106 23.69	4,311 24.87	4,527 26.12
HPT-5	Licensed Practical Nurse 2	3,910 22.56	4,106 23.69	4,311 24.87	4,527 26.12	4,753 27.42	4,991 28.79
HPT-6	Social Worker 1 Disease Intervention Spec	4,444 25.64	4,666 26.92	4,899 28.26	5,144 29.68	5,401 31.16	5,671 32.72
HPT-7	Social Worker 2	5,267 30.39	5,530 31.90	5,807 33.50	6,097 35.18	6,402 36.94	6,722 38.78
HPT-8	Social Worker 3	6,097 35.18	6,402 36.94	6,722 38.78	7,058 40.72	7,411 42.76	7,782 44.90
HPT-9	Public Health Educator	4,758 27.45	4,996 28.82	5,246 30.27	5,508 31.78	5,783 33.36	6,072 35.03
HPT-10	Community Liaison Outreach & Educ Coord	5,456 31.48	5,729 33.05	6,015 34.70	6,316 36.44	6,632 38.26	6,964 40.18
HPT-11	Laboratory Assistant	3,584 20.68	3,763 21.71	3,951 22.79	4,149 23.94	4,356 25.13	4,574 26.39
HPT-12	Laboratory Specialist	4,774 27.54	5,013 28.92	5,264 30.37	5,527 31.89	5,803 33.48	6,093 35.15
HPT-13	Clinic Practitioner 1/PA	6,558 37.84	6,886 39.73	7,230 41.71	7,592 43.80	7,972 45.99	8,371 48.30
HPT-14	Info Technology Specialist 1	4,298 24.80	4,513 26.04	4,739 27.34	4,976 28.71	5,225 30.14	5,486 31.65
HPT-15	Info Technology Specialist 2	5,486 31.65	5,760 33.23	6,048 34.89	6,350 36.64	6,668 38.47	7,001 40.39
HPT-16	Info Technology Specialist 3	6,048 34.89	6,350 36.64	6,668 38.47	7,001 40.39	7,351 42.41	7,719 44.53
HPT-17	Info Technology Specialist 4	6,668 38.47	7,001 40.39	7,351 42.41	7,719 44.53	8,105 46.76	8,510 49.10
HPT-18	Epidemiologist 1	5,983 34.52	6,282 36.24	6,596 38.06	6,926 39.96	7,272 41.96	7,636 44.05
HPT-19	Epidemiologist 2	6,926 39.96	7,272 41.96	7,636 44.05	8,018 46.26	8,419 48.57	8,840 51.00

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MANAGEMENT AND NON-REPRESENTED SALARY SCHEDULE
Effective 1/1/2024 through 12/31/2024

Range	Job Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Non-Exempt									
10	Confidential Secretary	3,426	3,597	3,777	3,966	4,164	4,372	4,591	4,821
20	Clinic Practitioner 2	6,724	7,060	7,413	7,784	8,173	8,582	9,011	9,462
Exempt									
30	Administrative Assistant	4,466	4,689	4,923	5,169	5,427	5,698	5,983	6,282
40	Accountant Epidemiologist 1 Human Resources Analyst Management Analyst Program Coordinator 1	5,427	5,698	5,983	6,282	6,596	6,926	7,272	7,636
50	Epidemiologist 2 PHEPR Regional Program Coord Program Coordinator 2	6,282	6,596	6,926	7,272	7,636	8,018	8,419	8,840
60	- Program Manager 1 Support Services Program Manager	6,852	7,195	7,555	7,933	8,330	8,747	9,184	9,643
70	Program Manager 2	7,555	7,933	8,330	8,747	9,184	9,643	10,125	10,631
80	Assistant Division Director	7,933	8,330	8,747	9,184	9,643	10,125	10,631	11,163
90	Division Director	8,330	8,747	9,184	9,643	10,125	10,631	11,163	11,721
*	Administrator	12,903	*Appointed position						
*	Health Officer	17,214	*Appointed position						

Appendix B

**KITSAP COUNTY BOARD OF HEALTH
COMPENSATION POLICY**

April 6, 2010

ARTICLE I: PURPOSE

The Kitsap County Board of Health is committed to maintaining a compensation program that ensures fairness, internal equity, and external competitiveness for purposes of attracting and retaining employees. The purpose of this policy is to provide guidance regarding agency compensation goals, subject to collective bargaining and fiscal constraints.

ARTICLE II: COMPENSATION PHILOSOPHY

The District's compensation program should be designed to attract and retain dedicated, hardworking, and talented employees who effectively support the District's mission, striving to make Kitsap County the healthiest place on the planet to live, work and play. Therefore, the District's compensation philosophy is to be competitive in the relevant market considering all appropriate factors. Those factors include, but are not limited to, compensation provided by comparable public health agencies and other relevant employers, internal equity, and fiscal resources available to the District. The total compensation program is made up of both pay and benefits. The District's benefits philosophy is to provide a benefits program that is consistent with our mission as a public health agency by making quality, affordable healthcare coverage available to our employees and their families.

The guiding principles set forth in this policy are expressed as general goals, with a full understanding that wages and benefits are mandatory subjects of bargaining for represented employees. This policy applies to non-represented District employees. It may also serve as a guideline for the Board in its decision making with regard to labor negotiations. Compensation adjustments for non-represented employees are subject to approval of the Board of Health; compensation adjustments for represented employees are subject to collective bargaining, and ratification by the union(s) and the Board of Health.

ARTICLE III: DEFINITIONS

A. **Benchmark** – A job or classification that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.

B. **Compensation** – Salary or hourly wages and other forms of cash payments, and District-paid benefits such as contributions toward health coverage and other group insurance benefits, retirement, paid time off, continuing education allowances, and any other fringe benefit received by employees.

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- C. **Compensation Philosophy** – A set of guiding principles that are based on values that drive compensation decision making.
- D. **Cost of Living Adjustment (COLA)** – A periodic adjustment in wages or salaries to compensate for loss in purchasing power of money due to inflation.
- E. **General Increase** – A wage or salary increase where either a flat rate or a common percentage of salary is used. Also called an across-the-board increase.
- F. **Internal Equity** – The pay relationships among jobs internal to the organization.
- G. **Labor Market** – The market in which workers compete for jobs and employers compete for workers.
- H. **Market Adjustment** – An adjustment to bring the salary range for a job classification to approximate market values, or to bring District benefits to approximate market values.
- I. **Pay Grade** – The levels or hierarchy of job classifications and pay ranges. A listing of pay grades is also referred to as a salary schedule.
- J. **Salary Compression** – A condition in which jobs requiring significantly different levels of responsibility or professional expertise have a pay differential that is too small to be considered equitable.
- K. **Salary Range** – A series of consecutive salary steps in the range comprising the pay rates for a job classification.

ARTICLE IV: COMPENSATION GOALS

The District's compensation philosophy is to be competitive in the relevant labor market considering all appropriate factors. To carry out that philosophy, the District's compensation goals are:

- A. To attract and retain dedicated, hardworking, and talented employees who are well qualified to perform their duties in an evolving public health environment;
- B. To pay employees fairly and ensure internal equity;
- C. To be externally competitive by providing compensation commensurate with the labor market;
- D. To make quality, affordable healthcare coverage available to our employees and their families; and
- E. To be fiscally responsible and legally defensible.

ARTICLE V: MARKET DEFINITION

Generally, the comparable labor market will be defined as public health agencies in Washington State based on such factors as population, assessed valuation, and health agency/department size. Other local governmental agencies and private employers in Kitsap County may be taken into consideration when they are determined to be a relevant factor in the labor market.

Because of the diversity and complexity of duties and responsibilities here at the District, the market for executive or management positions, or highly specialized positions, may be a mix of public sector and private sector employers. The relevant labor market will be defined in a manner that reflects the primary industries or organizations where labor talent is found, recruited from and/or lost to.

ARTICLE VI: MARKET COMPETITIVENESS

To maintain levels of pay and benefits that are competitive with the average compensation of employers offering similar employment and competing in the same labor market, the District sets compensation in relation to the comparable labor market. However, the District recognizes that there are conditions where exceptions and flexibility may be necessary in situations which include, but are not limited to:

- Recruiting the desired level of talent in certain jobs is a sustained problem and results in negative impacts to the District;
- Retention problems, including succession and turnover;
- Agency priorities;
- Internal anomalies in alignment, disparities or inconsistencies;
- Significant changes in the economy or marketplace; and
- Limitations on available resources.

ARTICLE VII: COMPENSATION ADJUSTMENT METHODS

To be competitive in the relevant market considering all appropriate factors, the District may agree to utilize methods such as a general increase, a cost-of-living adjustment, or an increase in benefit contributions. When the salary range for a position is found to be below the labor market, the District may agree to such methods as a market adjustment to the range or reassignment of the job classification to a different pay grade. The District may agree to additional related adjustments to ensure internal equity and to avoid problems such as salary compression.

ARTICLE VIII: COMPENSATION ADMINISTRATION

The District is committed to equitable and fair compensation practices and complies with all applicable laws and regulations. Refer to the District's Personnel Manual (also known as Personnel Rules) for details regarding the District's classification plan and compensation administration policies and procedures.

EXHIBIT B: PROPOSER QUESTIONNAIRE FORM

INSTRUCTIONS: THIS IS A MANDATORY RESPONSE. Proposers must submit this form to the District with the Proposal. Please provide the requested information, then sign and date. If response is incomplete or the District requires further description, the District may request Proposer provide such information within a mandatory due date or may determine the missing information is immaterial to award. **IF PROPOSER ANSWERS “YES” TO ANY QUESTION, PROVIDE THE EXPLANATION FOR ALL “YES” ANSWERS ON A SEPARATE SHEET.**

Proposer Information	
Proposer's Legal Name and d.b.a. if applicable:	
Mailing Address:	
Contact Person and Title:	
Contact Person's Phone Number:	
Contact Person's Fax Number:	
Contact Person's E-Mail Address:	
State UBI Number:	
Federal TIN or EIN Number:	

Ownership	Yes or No If yes, explain.
Is your firm a subsidiary, parent, holding company, or affiliate of another firm?	

Financial Resources and Responsibility	Yes or No If yes, explain.
Within the previous 5 years has your firm been the debtor of a bankruptcy?	
Is your firm in the process of or in negotiations toward being sold?	
Within the previous 5 years has your firm been debarred from contracting with any local, state, or federal governmental agency?	
Within the previous 5 years has your firm been determined to be a non-responsible bidder or proposer for any government contract?	
Within the previous 5 years has a governmental or private entity terminated your firm's contract prior to contract completion?	
Within the previous 5 years has your firm used any subcontractor to perform work on a government contract when that subcontractor had been debarred by a governmental agency?	

Disputes	Yes or No If yes, explain.
Within the previous 5 years has your firm been the defendant in court on a matter related to any of the following issues: <ul style="list-style-type: none">• Payment to subcontractors?• Work performance on a contract?	
Does your firm have outstanding judgments pending against it?	
Within the previous 5 years has your firm been assessed liquidated damages on a contract?	
Has your firm received notice of and/or in litigation about patent infringement for the product and/or service that your firm is offering to the District?	

Compliance	Yes or No If yes, explain.
Within the previous 5 years, has your firm or any of its owners, partners, or officers, been assessed penalties or found to have violated any laws, rules, or regulations enforced or administered by a government entity? This does not include owners of stock in your firm if your firm is a publicly traded corporation.	
If a license is required to perform the services sought by this solicitation, within the previous 5 years has your firm had a license suspended by a licensing agency or been found to have violated licensing laws?	
If Hazardous Materials are an element of the contract, has your firm had any violations of improper disposal of such materials or any violation of associated laws, rules or regulations in the previous 5 years?	

Business Integrity	Yes or No If yes, explain.
Is a governmental entity or public utility currently investigating your firm for false claims or material misrepresentations?	
Within the previous 5 years has a governmental entity or public utility determined your firm made a false claim or material misrepresentation?	
Within the previous 5 years has your firm or any of its owners or officers been convicted of a crime involving the bidding on a government contract, the awarding of a government contract, the performance of a government contract, or of a crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term "owner" does not include those who own stock in a publicly traded corporation.	

The undersigned hereby certifies that:
The Proposer has read the County's solicitation and all its addenda, and to the best of his/her knowledge has complied with the mandatory requirements stated herein;
The Proposer has had opportunity to ask questions regarding the requirements and that the questions were answered by the District;
The Proposer's offer is valid until the date the District awards a contract or rejects all offers;
All information provided within the Proposer's offer, including but not limited to the information provided in response to this Proposer Questionnaire, is true and correct to the best of his/her knowledge;
The Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive pricing in the preparation and submission of its offer;
The Proposer fully understands the character of the goods to be provided and/or services to be performed, the manner payment is to be made, and the terms and conditions. The Proposer offers to provide the goods and/or services within the time required, upon the terms and conditions provided without exception, and at the prices offered.
The person signing below has the authority to legally bind the Proposer.

Dated this _____ day of _____, 2015

Signature

Title

FORM A: ORDERS, NOTICES OR CITATIONS (PROPOSER AND SUBCONTRACTORS)

Submit a list of any and all Environmental or Safety Law-related orders, notices, or citations received during the past five (5) years **by the Proposer or any facility or subcontractor proposed to be used in performance of the Contract**. List the status of the response to any order, notice or citation. **If no such orders, notices, or citations were received by Proposer or any proposed facility or subcontractor, indicate here:** _____

Use multiple copies of this form, if necessary. Details of orders, notices or citations can be included as an attachment.

Company Name: _____

Proposer-Owned?: Yes: _____ No: _____ Subcontractor?: Yes: _____ No: _____

Mailing Address: _____

Contact Person: _____

Phone: _____

E-Mail Address: _____

A. Type of Order, Notice or Citation: _____

B. Date of Order, Notice or Citation: _____

C. Response to Order, Notice or Citation: _____

D. Status of Response: _____



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not aware it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.