

**QUESTIONS AND RESPONSES**  
**CLASSIFICATION AND COMPENSATION STUDY**  
**RFP NUMBER: 180-23-01**

**Updated April 3, 2023**

1. Could you please confirm that there will be 63 job titles involved in this study?

**Yes, there will be 63 job titles involved in the study. Of those 63, three are currently not active.**

2. How many employees fall within the roughly 63 job titles included in the study?

**281**

3. Can you please explain what you mean by “22 classifications covering 63 positions?” We’ve reviewed Attachment A and are unable to come up with a count of 22 for anything therein. Is this meant to describe the pay grades the 63 positions are assigned to (which would help explain the 22 count since not all grades have jobs assigned)?

**yes**

4. Are any of the employees covered within the scope of this study represented by a union or association and, if so, how many collective bargaining agreements?

**no**

5. Regarding deliverable 14: “Provide a recommendation on the applicability of the Court system’s classification system to the positions assigned to the JCCDB,” can you please provide additional information? What is the expectation to meet this requirement?

**They can be treated as if they are part of the classified system. It adds four positions: 2 administrative assistants, 1 paralegal, 1 staff counsel.**

6. Regarding deliverable 15, it seems that the Court is open to situations both where the existing classification matrix/point-factor system are retained and replaced. Obviously there would be a considerable cost difference there. Do you expect vendors to submit multiple proposals, or how would you like those 2 separate options addressed in submittals?

**Within section 3.05 Cost Proposal, two cost submittals showing the budget for changes to the current system and implementing a new system may be submitted.**

7. Is it the Court’s current practice to geographically adjust salaries for positions that may be statewide and located in areas with higher or lower cost of labor than others?

**no**

8. Some meetings in the RFP are described as virtual while others are not. It is a reasonable assumption that the project would be conducted through a combination of both in-person and virtual meetings, as some meetings may be most appropriately conducted in person.

**Unless it is agreed there is a benefit or value to holding an in-person meeting(s), all meetings are intended to be virtual with the exception of the final presentation.**