

Request for Information (RFI) #14-900

Job Measurement Tool/System

Posting Date: December 17th, 2014

Responses Due: No later than 12:00 pm PST on January 20th, 2014. Written Responses to this RFI should be submitted electronically to the RFI Coordinator listed below. Emails are managed by search term and the subject line must include: **Job Measurement Tool/System**

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Introduction

The Washington State Office of Financial Management (OFM) is considering soliciting bids for a Job Measurement Tool/System.

The state of Washington is interested in vendors who offer the following functionality as part of their core offering:

- Job Evaluation/Job Measurement
- Human Resource Consulting
- Market Analysis
- Compensation and Classification Studies

A response to this RFI is not a mandatory requirement for participation in any subsequent procurement released by OFM. However, the results of this RFI may be used in development of future procurements. All vendor communications concerning this RFI must be directed to the RFI Coordinator and shall become a public record pursuant to [Chapter 42.56 RCW](#).

Background

OFM State Human Resources (State HR) - Enterprise Classification, Compensation, and HR Analytics (ECC HRA) section is charged with maintaining the classification and compensation structure for the states' workforce. State HR is seeking to gather information regarding a job measurement system that may be utilized to move the current classification system to a more cohesive system.

There are currently several methodologies in place to classify state employees and the state is reviewing the feasibility for a single job evaluation tool to apply to the breadth and depth of the statewide classification system. The state has approximately 65,000 general government

employees in addition to higher education for a total of close to 120,000 employees. There are over 1,500 general government job classes in [17 occupational categories](#) (see link). In addition to the general classifications, three separate [management structures](#) (see link) may also be included in the scope of any tool/system use.

Purpose

The purpose of this Request for Information (RFI) is to gather information with regard to tools available that are designed to measure and value work for diverse functions and levels of work found in the state of Washington. As part of this RFI process, State HR expects, at its sole discretion, to offer invitations to provide product demonstrations to those vendors whose product meets the criteria set forth in this RFI. Through this RFI, State HR is seeking to understand the viability of a vendor's job measurement tool.

Overall objectives of the RFI:

- Identify potential vendors and determine what solutions are available to meet the state's business requirements.
- Gather sufficient information to determine whether a Request for Proposal (RFP) or Request for Qualifications and Quotations (RFQQ) is appropriate and necessary.
- Identify and understand costs associated with this proposal.

Public Records

The vendor acknowledges that state agencies are subject to [Chapter 42.56 RCW](#), the Public Disclosure Act. Vendor responses to this RFI will become public record as defined in the RCW. For the purposes of this RFI no information considered confidential or proprietary should be included.

Written Response

It is requested that vendors participating in the RFI submit a Written Response. Vendors should limit their response to all questions to 4,800 words (average 400 words per question, allocated according to Vendor preference). Vendors are encouraged to include further information about other features of their tool or system in their Written Response. They should also include marketing material and other documentation that may be useful in assisting State HR in examining the vendor's product(s). The information received may assist in the development of the subsequent solicitation that State HR may issue. Please address the following questions within the response:

- A. Does your consulting firm have a tool/system that has been used to evaluate/measure jobs? Explain how this system works?
- B. How has this tool/system been proven effective in measuring and differentiating levels of work among the occupational categories listed in the attachment?

- i. Note: The attachment includes the job classifications by job category. The 17 job categories are listed in bold at the top of each list of class titles. The first job category in this sheet is Administrative Services.
- C. In what organizations, similar to the state of Washington in size and complexity, has this tool/system been used effectively?
- D. What other types of organizations has this tool/system been used in effectively? (Public Not-for-Profit, Private, Government – Federal, State, Local Cities or Counties)
- E. How has your tool/system been used to justify classification decisions in legal or collective bargaining proceedings?
- F. Can the tool/system, or parts of it, be provided to unions to communicate classification decisions?
- G. Can the tool/system, or parts of it be provided to the public to communicate classification decision tools and process?
- H. How can the tool/system be used in market analysis?
- I. What functions, specialties or levels within an organization is this tool/system not strong or not as strong?
- J. Can the tool/system be provided for state employees use for conducting job evaluations/measurements independently (aside from initial training) from the Vendor?
 - i. Provide details on the cost of:
 - a. Vendor conducted evaluations and
 - b. Training state employees and licensing the state to use the tool with minimal ongoing assistance from the Vendor.
- K. How much does the tool/system cost? Include details on all that apply including any:
 - i. Per-user cost,
 - ii. Annual fees,
 - iii. Limitations on number of jobs on which the tool can be used,
 - iv. Limitations on number of employees the tool can be used,
 - v. Customization/upgrade costs,
 - vi. Training requirements, and
 - vii. Limitations on duplication of tools provided.
- L. Are there any discounts or other incentives offered to the state of Washington?

Links

[Chapter 42.56 RCW](http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56) - <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>

[17 Occupational Categories](http://dop.wa.gov/CompClass/JobClassesSalaries/Pages/Occupational_Categories.aspx) – (also included in attachment)

http://dop.wa.gov/CompClass/JobClassesSalaries/Pages/Occupational_Categories.aspx

[Management Structures](http://dop.wa.gov/CompClass/Management/Pages/default.aspx) – <http://dop.wa.gov/CompClass/Management/Pages/default.aspx>