

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Solicitation Number <b>DCBE-2009-R-9996</b>	Page of Pages <b>1</b>   <b>22</b>
2. Amendment/Modification Number  <b>*0004</b>	3. Effective Date  <b>4/21/2009</b>	4. Requisition/Purchase Request No.  <b>NA</b>	5. Solicitation Caption <b>District Department of Human Resources - Development of Classification and Compensation System</b>	
6. Issued By:  <b>Office of Contracting and Procurement Human Care Supplies and Services Commodity Group 441 4th Street, NW, Suite 700 South Washington, D.C. 20001</b>		7. Administered By (If other than line 6)  <b>DC Department of Human Resources 441 4th Street, NW, Suite 320 Washington, DC 20001</b>		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  <b>All Potential Offerors</b>			9A. Amendment of Solicitation No. <b>DCBE-2009-R-9996</b>	9B. Dated (See Item 11) <b>3/16/2009</b>
Code   Facility			10A. Modification of Contract/Order No.	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If Required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
C. This supplemental agreement is entered into pursuant to authority of:				
D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  <b>Solicitation No. DCBE-2009-R-9996 is hereby modified as described on pages 2-:</b>				
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect				
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer <b>James H. Marshall, Contracting Officer</b>	
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia	16C. Date Signed <b>4/21/09</b>
(Signature of person authorized to sign)		(Signature of Contracting Officer)		

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
1	A Item 9	<p><b>Delete:</b> 5</p> <p><b>Insert:</b> 6</p>	Sealed offers in original and 6 copies for furnishing the supplies or services in the schedule will be received at the place specified in Item 8 or if hand carried to the
2	A Item 9	<p><b>Delete:</b> April, 27,2009</p> <p><b>Insert:</b> May 1, 2009</p>	May 1, 2009
3	B.2 and B.3	<p><b>Delete:</b> In their entirety</p> <p><b>Insert:</b> See Amendment 0004 Attachment A</p>	See Amendment 0004 Attachment A
4	C.1.1	<p><b>Insert:</b> 13 DCHR DC Personnel Manual Chapter 1407 Performance Management – Competencies <a href="http://dchr.dc.gov/dcop/cwp/view,a,1218,q,529231.asp">http://dchr.dc.gov/dcop/cwp/view,a,1218,q,529231.asp</a></p>	13 DCHR DC Personnel Manual Chapter 1407 Performance Management – Competencies <a href="http://dchr.dc.gov/dcop/cwp/view,a,1218,q,529231.asp">http://dchr.dc.gov/dcop/cwp/view,a,1218,q,529231.asp</a>
5	C.2.2.2.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.2.2.2.1</b> Of the approximately 16,000 employees, 9,500 employees are covered by the Compensation Units 1 and 2 agreements (Applicable Document #4). In addition, there are approximately 900 employees at DMH covered by other agreements but follow the same pay schedules as contained in the Compensation Units 1 and 2 agreements.</p>	<p><b>C.2.2.2.1</b> Of the approximately 16,000 employees, 9,500 employees are covered by the Compensation Units 1 and 2 agreements (Applicable Document #4). In addition, there are approximately 900 employees at DMH covered by other agreements but follow the same pay schedules as contained in the Compensation Units 1 and 2 agreements. Please note that occupational groups such as</p>

		Please note that occupational groups such as doctors and nurses are not included in this number.	doctors and nurses are not included in this number.
6	C.2.2.10	<p>At the end of the section,</p> <p><b>Insert:</b> It is not anticipated that the upgrade of PeopleSoft to Version 9.0 will effect the integration of the Classification and Compensation systems.</p>	<p><b>C.2.2.10</b> The District currently operates version 8.8 of PeopleSoft including the basic HRIS, performance management, time and attendance, recruitment, payroll and benefits components. In addition, the District currently uses all tables associated with tasks of compensation and classification including job code, position data, etc. The District also operates and maintains licenses for customized PeopleSoft modules including e-Classification, e-Recruit, e-Compensation, and e-Performance that are intended to extract data from the not currently utilized classification module. The District anticipates upgrading the PeopleSoft system to Version 9.0 in Fiscal Year (FY) 2010. It is not anticipated that the upgrade of PeopleSoft to Version 9.0 will effect the integration of the Classification and Compensation systems.</p>
7	C.2.3.1 f	<p><b>Delete:</b> Reference to Applicable Document #13</p> <p><b>Insert:</b> Applicable Document #11</p>	<p>f. Provide legally defensible classification specifications (Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA) (Applicable Document #11) , termination, Workers Comp, grievances, etc.);</p>
8	C.2.3.1 k	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> Systems designed so that compensation and classification decisions are, and appears to be, consistent, fair and equitable to the average user.</p>	<p>k. Systems designed so that compensation and classification decisions are, and appears to be, consistent, fair and equitable to the average user.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
9	C.2.3.1 m	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> m. Fully integrated with the District’s HRIS system, PeopleSoft, including complete functionality with PeopleSoft eClassification, eCompensation, and ePerfromance modules;</p>	<p>m. Fully integrated with the District’s HRIS system, PeopleSoft, including complete functionality with PeopleSoft eClassification, eCompensation, and ePerfromance modules;</p>
10	C.3.1.1.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.1.1      Orientation and Briefing Sessions</b></p> <p>The Contractor shall conduct orientation and briefing sessions to advance the development and communication of the classification systems project. The Contractor shall develop and include an Orientation and Briefing Sessions Plan to address the briefing of the following:</p> <ul style="list-style-type: none"> <li>a. Approximately 16,000 employees and 3,000 supervisors;</li> <li>b. Approximately 50 District leaders including Agency Directors, DCHR Managers, Labor Unions leadership;</li> <li>c. Approximately five (5) to seven (7) Labor Management Taskforce members (LMTF); and</li> <li>d. Approximately 50 HR Advisors.</li> </ul>	<p><b>C.3.1.1.1      Orientation and Briefing Sessions</b></p> <p>The Contractor shall conduct orientation and briefing sessions to advance the development and communication of the classification systems project. The Contractor shall develop an Orientation and Briefing Sessions Plan to address the briefing of the following:</p> <ul style="list-style-type: none"> <li>a. Approximately 16,000 employees and 3,000 supervisors;</li> <li>b. Approximately 50 District leaders including Agency Directors, DCHR Managers, Labor Unions leadership;</li> <li>c. Approximately five (5) to seven (7) Labor Management Taskforce members (LMTF); and</li> <li>d. Approximately 50 HR Advisors.</li> </ul>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
11	C.3.1.1.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.1.2      Web Site</b></p> <p>The Contractor shall develop and provide all communication materials including project information and announcements, communications and correspondence, timelines, schedules, forms and final documentation necessary to explain and administer the classification system for placement on the DCHR web site. The Contractor, working through the COTR, shall coordinate the placement of project communication materials on the web site with the District’s Office of the Chief Technology Officer (OCTO). The Contractor shall at a minimum provide bi-weekly updates for the web site.</p>	<p><b>C.3.1.1.2      Web Site</b></p> <p>The Contractor shall develop and provide all communication materials including project information and announcements, communications and correspondence, timelines, schedules, forms and final documentation necessary to explain and administer the classification system for placement on the DCHR web site. The Contractor, working through the COTR, shall coordinate the placement of project communication materials on the web site with the District’s Office of the Chief Technology Officer (OCTO). The Contractor shall at a minimum provide bi-weekly updates for the web site.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
12	C.3.1.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.2 Task 2 - Job Documentation and Analysis</b></p> <p>The Contractor shall perform or provide at a minimum the following job documentation and analysis tasks to document all existing classifications in the District. The Contractor shall complete the job documentation and analysis tasks in support of the development of a classification system that meets the District’s goal and objectives (2.3) including minimizing the number of classifications and assisting DCHR with proper job analysis. The Contractor shall set minimum qualifications, create distinguishing competencies/skills that can be measured and tested in the recruitment process, career paths/succession planning, and establish performance standards of the newly designed classifications and related systems. The Contractor shall ensure that the cumulative findings of the job documentation and analysis tasks yield the data required to develop and complete the Job Analysis (C.3.1.2.4.2).</p>	<p><b>C.3.1.2 Task 2 - Job Documentation and Analysis</b></p> <p>The Contractor shall perform or provide at a minimum the following job documentation and analysis tasks to document all existing classifications in the District. The Contractor shall complete the job documentation and analysis tasks in support of the development of a classification system that meets the District’s goal and objectives (2.3) including minimizing the number of classifications and assisting DCHR with proper job analysis. The Contractor shall set minimum qualifications, create distinguishing competencies/skills that can be measured and tested in the recruitment process, career paths/succession planning, and establish performance standards of the newly designed classifications and related systems. The Contractor shall ensure that the cumulative findings of the job documentation and analysis tasks yield the data required to develop and complete the Job Analysis (C.3.1.2.4.2).</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
13	C.3.1.2.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.2.1      Online Job Questionnaire</b></p> <p>The Contractor shall design and administer an online job questionnaire to be used for classification purposes. The Contractor shall ensure the online questionnaire is made available to all employees and that at a minimum online job questionnaires are received from a representative sample of employees and supervisory and management. The Contractor shall develop and provide the required response level to achieve a representative sample of employees in the Job Analysis Methodology (C.3.1.4.1). The online questionnaire shall be the property of the District and housed on DC servers. The questionnaire shall also be available and administered in hardcopy format for employees who do not have access to computers.</p>	<p><b>C.3.1.2.1      Online Job Questionnaire</b></p> <p>The Contractor shall design and administer an online job questionnaire to be used for classification purposes. The Contractor shall ensure the online questionnaire is made available to all employees and that at a minimum online job questionnaires are received from a representative sample of employees and supervisory and management. The Contractor shall develop and provide the required response level to achieve a representative sample of employees in the Job Analysis Methodology (C.3.1.4.1). The online questionnaire shall be the property of the District and housed on DC servers. The questionnaire shall also be available and administered in hardcopy format for employees who do not have access to computers.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
14		<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.2.2 Interviews</b></p> <p>The Contractor shall conduct interviews with representative samples of employees and appropriate supervisory and management personnel. The interviews shall include but are not limited to including individual interviews, group interviews, focus groups, panel interview, supervisory interviews, and manager interviews. The Contractor shall ensure that positions with a single incumbent in which an online job questionnaire (C.3.1.2.1) was not completed participate in an interview. The Contractor shall develop and provide the interview selection methodology to ensure interviews are conducted with a representative sample of employees and appropriate supervisory and management personnel are conducted in the Contractor’s Job Analysis Methodology (C.3.1.2.4.1).</p>	<p><b>C.3.1.2.2 Interviews</b></p> <p>The Contractor shall conduct interviews with representative samples of employees and appropriate supervisory and management personnel. The interviews shall include but are not limited to including individual interviews, group interviews, focus groups, panel interview, supervisory interviews, and manager interviews. The Contractor shall ensure that positions with a single incumbent in which an online job questionnaire (C.3.1.2.1) was not completed participate in an interview. The Contractor shall develop and provide the interview selection methodology to ensure interviews are conducted with a representative sample of employees and appropriate supervisory and management personnel are conducted in the Contractor’s Job Analysis Methodology (C.3.1.2.4.1).</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
15	C.3.1.2.4	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b>  <b>C.3.1.2.4 Job Analysis</b>  <b>C.3.1.2.4.1 Job Analysis Methodology</b></p> <p>The Contractor shall develop and provide a Job Analysis Methodology to ensure that the cumulative findings of the job documentation and analysis tasks yield the data required to develop and complete the Job Analysis (C.3.1.2.4.2). The Contractor’s job analysis methodology shall include at a minimum the required response level from the online job questionnaire (C.3.1.2.1) and the interview selection methodology (C.3.1.2.2) to ensure a representative sample of employees and appropriate supervisory and management personnel are obtained.</p> <p><b>C.3.1.2.4.2 Job Analysis</b></p> <p>The Contractor shall conduct a comprehensive analysis of data and information obtained through the online questionnaire (C.3.1.2.1), interviews (C.3.1.2.2) and the review of background information (C.3.1.2.3) and any other job analysis information collected.</p>	<p><b>C.3.1.2.4 Job Analysis</b></p> <p><b>C.3.1.2.4.1 Job Analysis Methodology</b></p> <p>The Contractor shall develop and provide a Job Analysis Methodology to ensure that the cumulative findings of the job documentation and analysis tasks yield the data required to develop and complete the Job Analysis (C.3.1.2.4.2). The Contractor’s job analysis methodology shall include at a minimum the required response level from the online job questionnaire (C.3.1.2.1) and the interview selection methodology (C.3.1.2.2) to ensure a representative sample of employees and appropriate supervisory and management personnel are obtained.</p> <p><b>C.3.1.2.4.2 Job Analysis</b></p> <p>The Contractor shall conduct a comprehensive analysis of data and information obtained through the online questionnaire (C.3.1.2.1), interviews (C.3.1.2.2) and the review of background information (C.3.1.2.3) and any other job analysis information collected.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
16	C.3.1.2.5	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.2.5 Job Evaluation System</b></p> <p>The Contractor shall develop and provide an automated job evaluation system to be integrated with PeopleSoft and housed within the PeopleSoft environment. The Contractor shall provide the District with at a minimum two (2) job evaluation system options. One job evaluation system will be agreed to by District after consultation with the Contractor.</p>	<p><b>C.3.1.2.5 Job Evaluation System</b></p> <p>The Contractor shall develop and provide an automated job evaluation system to be integrated with PeopleSoft and housed within the PeopleSoft environment. The Contractor shall provide the District with at a minimum two (2) job evaluation system options. One job evaluation system will be agreed to by District after consultation with the Contractor.</p>
17	C.3.1.3.2.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.3.2.1 Classification Structure</b></p> <p>The Contractor shall develop and provide recommendations concerning the classification structure to achieve the District’s goals and objectives (C.2.3.1) including but not limited to the consolidation of classification/titles to approximately 600 total classifications or less.</p>	<p><b>C.3.1.3.2.1 Classification Structure</b></p> <p>The Contractor shall develop and provide recommendations concerning the classification structure to achieve the District’s goals and objectives (C.2.3.1) including but not limited to the consolidation of classification/titles to approximately 600 total classifications or less.</p>
18	C.3.1.3.2.2	<p><b>Delete:</b> In its entirety</p>	<p>Not Applicable</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
19	C.3.1.4.4	<p>First sentence, after the word ensure</p> <p><b>Delete:</b> DCHR is</p> <p><b>Insert:</b> approximately 20 DCHR staff from Policy, Staffing, and Classification/Compensation and 50 HR field Advisors are</p>	<p><b>C.3.1.4.4 Classification Project Training</b></p> <p>The Contractor shall provide all necessary on-site training to ensure approximately 20 DCHR staff from Policy, Staffing, and Classification/Compensation and 50 HR field Advisors are adequately trained to implement and maintain the new classification system. Contractor shall ensure DC staff understands the methodologies of the classification system so that the District can sustain the new classification system once the Contractor’s engagement has ended. The Contractor’s training shall address at a minimum the following:</p> <ul style="list-style-type: none"> <li>a. Job evaluation and new classification policies;</li> <li>b. Integration of the classification system with new and existing PeopleSoft Modules and applications;</li> <li>c. Writing job specifications and linkages to job evaluation system;</li> <li>d. Creation of career ladders, minimum qualifications, and logical grouping of occupations.</li> </ul> <p><b>C.3.1.4.4.1</b> The Contractor shall develop and provide all training materials and presentations to be used to successfully train DCHR staff as described in C.3.1.4.4 above including the development of a training schedule.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
20	C.3.1.5.1.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.1.5.1.1</b> The Contractor shall, through the COTR, work with the DC OCTO to ensure the successful integration of the Contractor’s classification system into the PeopleSoft environment and specifically the classification module as described in C.3.1.4.1 and C.3.1.5.1.2.</p>	<p><b>C.3.1.5.1.1</b> The Contractor shall, through the COTR, work with the DC OCTO to ensure the successful integration of the Contractor’s classification system into the PeopleSoft environment and specifically the classification module as described in C.3.1.4.1 and C.3.1.5.1.2.</p>
21	C.3.2.1.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.2.1.1</b> <b>Orientation and Briefing Sessions</b></p> <p>The Contractor shall conduct orientation and briefing sessions to advance the development and communication of the compensation systems project. The Contractor shall develop and include an Orientation and Briefing Sessions Plan to address the briefing of the following:</p> <ul style="list-style-type: none"> <li>a. Approximately 16,000 employees and 3,000 supervisors;</li> <li>b. Approximately 50 District leaders including Agency Directors, DCHR Managers, Labor Unions leadership;</li> <li>c. Approximately five (5) to seven (7) Labor Management Taskforce members (LMTF); and</li> <li>d. Approximately 50 HR Advisors.</li> </ul>	<p><b>C.3.2.1.1</b> <b>Orientation and Briefing Sessions</b></p> <p>The Contractor shall conduct orientation and briefing sessions to advance the development and communication of the compensation systems project. The Contractor shall develop and include an Orientation and Briefing Sessions Plan to address the briefing of the following:</p> <ul style="list-style-type: none"> <li>a. Approximately 16,000 employees and 3,000 supervisors;</li> <li>b. Approximately 50 District leaders including Agency Directors, DCHR Managers, Labor Unions leadership;</li> <li>c. Approximately five (5) to seven (7) Labor Management Taskforce members (LMTF); and</li> <li>d. Approximately 50 HR Advisors.</li> </ul>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
22	C.3.2.1.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>C.3.2.1.2      Web Site</b></p> <p>The Contractor shall develop and provide all communication materials including project information and announcements, communications and correspondence, timelines, schedules, forms and final documentation necessary to explain and administer the compensation system for placement on the DCHR web site. The Contractor, working through the COTR, shall coordinate the placement of project communication materials on the web site with the District’s Office of the Chief Technology Officer (OCTO). The Contractor shall at a minimum provide bi-weekly updates for the web site.</p>	<p><b>C.3.2.1.2      Web Site</b></p> <p>The Contractor shall develop and provide all communication materials including project information and announcements, communications and correspondence, timelines, schedules, forms and final documentation necessary to explain and administer the compensation system for placement on the DCHR web site. The Contractor, working through the COTR, shall coordinate the placement of project communication materials on the web site with the District’s Office of the Chief Technology Officer (OCTO). The Contractor shall at a minimum provide bi-weekly updates for the web site.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
23	C.3.2.4.4	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b>  <b>C.3.2.4.4 Compensation Project Training</b></p> <p><b>C.3.2.4.4.1</b> The Contractor shall provide all necessary on-site training to ensure that approximately 20 DCHR staff from Policy, Staffing, and Classification/Compensation and 50 HR field Advisors are adequately trained in the new compensation policies in order to implement and maintain the completed project, including software, if applicable. The Contractor’s training shall also consist of working in conjunction with professional DCHR staff in the maintenance of the compensation system including application of various compensation policies.</p> <p><b>C.3.2.4.4.2</b> The Contractor shall develop and provide all training materials and presentations to be used to successfully train DCHR staff as described in C.3.2.4.4.1 above including the development of a training schedule.</p>	<p><b>C.3.2.4.4 Compensation Project Training</b></p> <p><b>C.3.2.4.4.1</b> The Contractor shall provide all necessary on-site training to ensure that approximately 20 DCHR staff from Policy, Staffing, and Classification/Compensation and 50 HR field Advisors are adequately trained in the new compensation policies in order to implement and maintain the completed project, including software, if applicable. The Contractor’s training shall also consist of working in conjunction with professional DCHR staff in the maintenance of the compensation system including application of various compensation policies.</p> <p><b>C.3.2.4.4.2</b> The Contractor shall develop and provide all training materials and presentations to be used to successfully train DCHR staff as described in C.3.2.4.4.1 above including the development of a training schedule.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
24	F.1 and F.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>F.1</b>            <b>TERM OF THE CONTRACT</b></p> <p style="padding-left: 40px;">The term of the Contract shall be as follows:</p> <p><b>F.1.1</b>            <b>Classification System (CLIN 0001)</b></p> <p style="padding-left: 40px;">The term of the contract for the development and implementation of a new Classification system will be from date of award through twelve (12) months thereafter</p> <p><b>F.1.2</b>            <b>Classification System (CLIN 0002)</b></p> <p style="padding-left: 40px;">The term of the contract for the development and implementation of a new Compensation system will begin six (6) months from date of award of the Classification system contract and after award through eight (8) months thereafter.</p> <p><b>F.2</b> <b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>RESERVED</b></p>	<p><b>F.1</b>            <b>TERM OF THE CONTRACT</b></p> <p style="padding-left: 40px;">The term of the Contract shall be as follows:</p> <p><b>F.1.1</b>            <b>Classification System (CLIN 0001)</b></p> <p style="padding-left: 40px;">The term of the contract for the development and implementation of a new Classification system will be from date of award through twelve (12) months thereafter</p> <p><b>F.1.2</b>            <b>Classification System (CLIN 0002)</b></p> <p style="padding-left: 40px;">The term of the contract for the development and implementation of a new Compensation system will begin six (6) months from date of award of the Classification system contract and after award through eight (8) months thereafter.</p> <p><b>F.2</b>            <b>RESERVED</b></p>
25	F.3.1 and F.3.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> See Amendment 0003 Attachment B</p>	(Amendment 0003 Attachment B)

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
26	G.4.1 and G.4.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> See Amendment 0004 Attachment C</p>	(Amendment 0004 Attachment C)
27	H.2	<p>First sentence after the words 2005-2103</p> <p><b>Delete:</b> Rev. No. 6 dated May 29, 2008</p> <p><b>Insert:</b> Rev. No. 7 dated March 16, 2009</p>	The Contractor shall be bound by the Wage Determination No.: 2005-2103 Rev. No 7, dated March 16, 2009, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as Section J.2 of this solicitation. (Amendment 0004 Attachment D)
28	H.9.1	<p>First sentence</p> <p><b>Delete:</b> H.15.8</p> <p><b>Insert</b> H.9.8</p>	<p><b>H.9.1</b> Except as described in Section H.9.8 below, Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 9, 2006 (D.C. Law 16-118, D.C. Official Code § 2-220.01 <i>et seq.</i>) (“Living Wage Act of 2006”), for contracts for services in the amount of one-hundred thousand dollars (\$100,000) or more in a twelve (12) month period.</p>
29	H.11.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>H.11.1</b>           <b>STAFFING</b></p> <p>The Contractor shall maintain an adequate staff and overall organizational structure to successfully perform the requirements of the Contract including at a minimum the following:</p>	<p><b>H.11.1</b>           <b>STAFFING</b></p> <p>The Contractor shall maintain an adequate staff and overall organizational structure to successfully perform the requirements of the Contract including at a minimum the following:</p> <p><b>H.11.1.1</b>       <b>Key Personnel</b></p>

		<p><b>H.11.1.1 Key Personnel</b></p> <p>The Contactor shall provide the following CCP and/or SPHR certified key personnel.</p> <p>Executive Representative Senior Managers Project Manager</p> <p><b>H.11.1.2 Other Staff</b></p> <p>The Contactor shall provide the necessary compliment of staff to ensure the successful completion of the required services</p>	<p>The Contactor shall provide the following CCP and/or SPHR certified key personnel.</p> <p>Executive Representative Senior Managers Project Manager</p> <p><b>H.11.1.2 Other Staff</b></p> <p>The Contactor shall provide the necessary compliment of staff to ensure the successful completion of the required services</p>
30	H	<p><b>Insert:</b> <b>H.12 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL</b></p> <p>The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification (including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.</p>	<p><b>H.12 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL</b></p> <p>The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification (including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.</p>
31	J.2	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> U.S. Department of Labor Wage Determination No.2005-2103, Revision No. 07 Dated March 16, 2009</p>	<p>J.2 U.S. Department of Labor Wage Determination No.2005-2103, Revision No. 07 Dated March 16, 2009. (Provided as Attachment D)</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
32	Section J	<p><b>Insert:</b></p> <p>J.18 LMTF Compensation Communication Samples</p> <p>J.19 PeopleSoft Infrastructure Information</p>	<p>J.18 LMTF Compensation Communication Samples (Provided as Attachment E)</p> <p>J.19 PeopleSoft Infrastructure Information (Provided as Attachment F)</p>
33	Section L.1.1	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>L.1.1 MOST ADVANTAGEOUS TO THE DISTRICT</b></p> <p>The District intends to award contract(s) resulting from this solicitation to the responsible Offeror(s) whose offers conform to the solicitation and will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.</p>	<p><b>L.1.1 MOST ADVANTAGEOUS TO THE DISTRICT</b></p> <p>The District intends to award contract(s) resulting from this solicitation to the responsible Offeror(s) whose offers conform to the solicitation and will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.</p>
34	L.1.3	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>L.1.3 AWARD</b></p> <p>Award(s), if made, will be to the Offeror(s) whose offer has been determined most advantageous for the District in accordance with L.1.1 for CLIN 0001 and CLIN 0002 as described in B.3.</p>	<p><b>L.1.3 AWARD</b></p> <p>Award(s), if made, will be to the Offeror(s) whose offer has been determined most advantageous for the District in accordance with L.1.1 for CLIN 0001 and CLIN 0002 as described in B.3.</p>

Item No.	Solicitation Reference	Amendment	Amended Solicitation Language
35	L.2.1	L.2.1 after the words electronic copies  <b>Insert:</b> on compact discs	Offerors shall provide one (1) original and six (6) copies and six (6) electronic copies on compact discs of the written proposal. The proposal shall be prepared and submitted in two (2) separate volumes, Volume I Technical Proposal and Volume II Price Proposal. Each volume of the proposal shall be submitted in a sealed envelope conspicuously marked:
36	L.4.1	<b>First sentence</b>  <b>Delete:</b> April 27, 2009  <b>Insert:</b> May 1, 2009	<b>L.4.1 PROPOSAL SUBMISSION</b>  Proposals must be submitted no later than <b>2:00 pm May 1, 2009</b> . Proposals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:
37	L.8	<b>Delete:</b> In its entirety  <b>Insert:</b> L.8 RESERVED	<b>L.8 RESERVED</b>
38	L	<b>Insert:</b>  <b>L.22 KEY PERSONNEL</b>  <b>L.22.1</b> The District considers the following positions to be key personnel for this contract:  Executive Representative Senior Managers Project Manager	<b>L.22 KEY PERSONNEL</b>  <b>L.22.1</b> The District considers the following positions to be key personnel for this contract:  Executive Representative Senior Managers Project Manager

		<p><b>L.22.2</b> The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. Their resumes shall be included along with the hours in total and by task that each will devote to the contract</p>	<p><b>L.22.2</b> The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. Their resumes shall be included along with the hours in total and by task that each will devote to the contract</p>
39	M.3	<p><b>Delete:</b> In its entirety</p> <p><b>Insert:</b> <b>M.3 EVALUATION STANDARDS</b></p> <p><b>M.3.1</b> In accordance with M.1, the District will make an award to the responsible Offeror(s) whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered.</p> <p><b>M.3.2</b> Technical Proposals will be evaluated based on the following technical evaluation factors which are listed in descending order of importance:</p> <p><b>M.3.2.1 Technical Approach and Methodology</b></p> <p><b>M.3.2.1.1</b> This factor considers the Technical Approach and Methodology to be utilized by the offeror to perform the requirements as described in Section C of this solicitation. This factor examines the offeror’s understanding and overall technical approach and methodology including the offeror’s service description,</p>	<p><b>M.3 EVALUATION STANDARDS</b></p> <p><b>M.3.1</b> In accordance with M.1, the District will make an award to the responsible Offeror(s) whose offer conforms to the solicitation and is most advantageous to the District, cost or price and technical factors listed below considered.</p> <p><b>M.3.2</b> Technical Proposals will be evaluated based on the following technical evaluation factors which are listed in descending order of importance:</p> <p><b>M.3.2.1 Technical Approach and Methodology</b></p> <p><b>M.3.2.1.1</b> This factor considers the Technical Approach and Methodology to be utilized by the offeror to perform the requirements as described in Section C of this solicitation. This factor examines the offeror’s understanding and overall technical approach and methodology including the</p>

		<p>service delivery, and knowledge and application of applicable District and federal laws and regulations to perform the required work. The offeror’s knowledge and application of recognized industry standards and best practice models. This factor examines all elements of the technical approach and the interdependency of each element in the successful delivery of the required services.</p> <p><b>M.3.2.1.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested in L.3.1.1.1 for CLIN 0001 and L.3.2.1.1 for CLIN 0002.</p> <p><b>M.3.2.2 Organizational Capability and Expertise</b></p> <p><b>M.3.2.2.1</b> This factor considers the organizational capability and technical expertise to be accessed and provided by the offeror to perform the District’s requirements as described in Section C of this solicitation. This factor encompasses all components of the offeror’s staff and staff related activities including the offeror’s organizational structure, the proposed staffing plan, and the qualifications and expertise of the offeror’s proposed staff. This factor considers each staffing component, together and independently, and the importance of the interrelationships of each component toward</p>	<p>offeror’s service description, service delivery, and knowledge and application of applicable District and federal laws and regulations to perform the required work. The offeror’s knowledge and application of recognized industry standards and best practice models. This factor examines all elements of the technical approach and the interdependency of each element in the successful delivery of the required services.</p> <p><b>M.3.2.1.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested in L.3.1.1.1 for CLIN 0001 and L.3.2.1.1 for CLIN 0002.</p> <p><b>M.3.2.2 Organizational Capability and Expertise</b></p> <p><b>M.3.2.2.1</b> This factor considers the organizational capability and technical expertise to be accessed and provided by the offeror to perform the District’s requirements as described in Section C of this solicitation. This factor encompasses all components of the offeror’s staff and staff related activities including the offeror’s organizational structure, the proposed staffing plan, and the qualifications and expertise of the offeror’s proposed staff. This factor considers each staffing component, together and independently, and the</p>
--	--	--	---

		<p>the contribution of performing the service requirements.</p> <p><b>M.3.2.2.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested L.3.1.1.2 for CLIN 0001 and L.3.2.1.2 for CLIN 0002.</p> <p><b>M.3.2.3 Past Performance/Previous Experience</b></p> <p><b>M.3.2.3.1</b> This factor considers the offeror’s past performance in performing services similar to the required services as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the offeror’s performance</p> <p><b>M.3.2.3.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested in L.3.1.1.3 for CLIN 0001 and L.3.2.1.3 for CLIN 0002.</p>	<p>importance of the interrelationships of each component toward the contribution of performing the service requirements.</p> <p><b>M.3.2.2.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested L.3.1.1.2 for CLIN 0001 and L.3.2.1.2 for CLIN 0002.</p> <p><b>M.3.2.3 Past Performance/Previous Experience</b></p> <p><b>M.3.2.3.1</b> This factor considers the offeror’s past performance in performing services similar to the required services as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the offeror’s performance</p> <p><b>M.3.2.3.2</b> The District will evaluate offeror's proposal vis-à-vis this factor, including those portions of the proposal in which the Offeror provides the information requested in L.3.1.1.3 for CLIN 0001 and L.3.2.1.3 for CLIN 0002.</p>
--	--	---	---

**B.2 CONTRACT TYPE**

The District contemplates the award of a fixed price contract(s) for the services described below in B.3 for the contract terms described in F.1. The contract, if awarded to a single contractor, will be a multi-year contract.

**B.3 PRICE SCHEDULE**

**B.3.1**

<b>Contract Line Item Number (CLIN)</b>	<b>Description</b>	<b>Total Price</b>
0001	Develop and implement a new Classification System as describe in C.3.1.	\$ _____
0002	Develop and implement a new Compensation System as described in C.3.2.	\$ _____

Individual awards may be made for each Contract Line Item Number.

**F.3.1 CLASSIFICATION SYSTEM DELIVERABLES (CLIN 0001)**

<b>Number</b>	<b>Deliverable Name</b>	<b>Due Date</b>
1	Orientation and Briefing Sessions (C.3.1.1.1)	Within 30 Days of Contract Award
2	Communications Plan (C.3.1.1.3.1)	Within 20 Days of Contract Award
3	Communications Materials (C.3.1.1.3.1a)	On-Going
4	Online Job Questionnaire (C.3.1.2.1)	Within 30 Days of Contract Award
5	Job Analysis Methodology (C.3.1.4.1)	Within 30 Days of Contract Award
6	Job Analysis (C.3.1.2.4.2)	Within 60 Days of Contract Award
7	Job Evaluation System (C.3.1.2.5)	Within 90 Days of Contract Award
8	Job Analysis Tool (C.3.1.2.6)	Within 120 Days of Contract Award
9	Classification Structure (C.3.1.3.2.2)	Within 180 Days of Contract Award
10	Job Families (C.3.1.3.3)	Within 180 Days of Contract Award
11	Draft Specifications (C.3.1.3.5)	Within 210 Days of Contract Award
12	Final Specifications (C.3.1.3.6)	Within 240 Days of Contract Award
13	Allocation of Employees (C.3.1.4.2)	Within 240 Days of Contract Award
14	Classification Policies and Appeal Process (C.3.1.4.3)	Within 240 Days of Contract Award
15	Training Materials (C.3.1.4.4.1)	Within 210 Days of Contract Award
16	IT Capacity Certification (C.3.1.5.3)	Within 120 Days of Contract Award
17	LMTF Meetings (C.3.1.5.2.1)	As Required
18	District Managers Meetings (C.3.1.5.2.2)	As Required
19	Project Work Plan (C.3.1.5.3)	Within 10 Days of Contract Award
20	Bi-weekly Progress Reports (C.3.1.5.4.1)	Bi-Weekly beginning two weeks from Contract Award
21	Draft of Preliminary Findings/Recommendations for new classification (C.3.1.5.4.2)	Within 330 Days of Contract Award
22	Final Report of Findings and Recommendations (C.3.1.5.4.3)	Within 360 Days of Contract Award

**F.3.2 COMPENSATION SYSTEM DELIVERABLES (CLIN 0002)**

<b>Number</b>	<b>Deliverable Name</b>	<b>Due Date</b>
1	Orientation and Briefing Sessions (C.3.2.1.1)	Within 180 Days of Contract Award
2	Communications Plan (C.3.2.1.3.1)	Within 170 Days of Contract Award
3	Communication Materials (C.3.2.1.3.1a)	On-Going
4	Online or Electronic Survey Questionnaire (C.3.2.2.1)	Within 180 Days of Contract Award
5	Comprehensive Total Compensation Survey(C.3.2.2.2)	Within 210 Days of Contract Award
6	Salary Recommendations (C.3.2.3.1)	Within 240 Days of Contract Award
7	Internal Salary Analysis (C.3.2.3.2)	Within 240 Days of Contract Award
8	Salary Ranges(C.3.2.3.3)	Within 270 Days of Contract Award
9	Compensation Plan Design (C.3.2.3.4)	Within 2700 Days of Contract Award
10	Electronic listing of the allocation of job classes (C.3.2.3.4.1)	Within 300 Days of Contract Award
11	Draft Compensation Plan Design(C.3.2.3.5)	Within 330 Days of Contract Award
12	Final Compensation Plan Design (C.3.2.3.6)	Within 360 Days of Contract Award
13	Compensation Costing (C.3.2.3.7)	Within 360 Days of Contract Award
14	Compensation Polices (C.3.2.3.8)	Within 360 Days of Contract Award
15	Implementation Schedule (C.3.2.4.1)	Within 390 Days of Contract Award
16	Communication Materials (C.3.2.4.3)	Within 390 Days of Contract Award
17	Training Materials (C.3.2.4.4.2)	Within 390 Days of Contract Award
18	Bi-weekly Progress Reports (C.3.2.5.1.1)	Within 390 Days of Contract Award
19	Draft of Preliminary Findings/Recommendations for wages/ranges of the benchmark job classifications (C.3.2.5.1.2)	Within 390 Days of Contract Award
20	Final Report of Findings and Recommendations (C.3.2.5.1.3)	Within 390 Days of Contract Award

**G.4.1 CLASSIFICATION PAYMENT SCHEDULE (CLIN 0001)**

<b>Payment Number</b>	<b>Deliverable Name/Number</b>	<b>Amount</b>
1	Communication Plan/No.2 Project Work Plan/No. 19	10% of the total price of B.3.1
2	Orientation and Briefing Sessions/No. 1 Online Job Questionnaire/No. 4	20% of the total price of B.3.1
3	Job Analysis Methodology/5 Job Analysis/No. 6 Job Evaluation System/No. 7 Job Analysis Tool/No. 8	20% of the total price of B.3.1
4	Classification Structure/No. 9 Job Families/No. 10 Draft Specifications/No. 11	10% of the total price of B.3.1
5	Final Specifications/No. 12 Classification Plan – Allocation Employees/No.13 Classification Policies and Appeal Process/No.14 Training Materials/No.15	15% of the total price of B.3.1
6	IT Capacity Certification/No 16 Draft of Preliminary Findings/Recommendations for new classification /No. 21	15% of the total price of B.3.1
7	Final Report of Findings and Recommendations /No. 22	10% of the total price of B.3.1

**G.4.2 COMPENSATION PAYMENT SCHEDULE (CLIN 0002)**

<b>Payment Number</b>	<b>Deliverable/Deliverable No.</b>	<b>Amount</b>
1	Orientation and Briefing Sessions/No. 1 Communications Plan/No. 2 Communications Materials/No. 3	20% of the total price of B.3.2
2	Online or Electronic Survey Questionnaire/ No. 4 Comprehensive Total Compensation Survey/No. 5 Salary Recommendations/ No. 6 Internal Salary Analysis/No. 7 Salary Ranges/ No. 8	20% of the total price of B.3.2
3	Compensation Plan Design/ No. 9 Electronic listing of the allocation of job classes/No. 10 Draft Compensation Plan Design/ No. 11 Final Compensation Plan Design/ No. 12 Compensation Costing/ No. 13 Compensation Polices/ No. 14	20% of the total price of B.3.2
4	Implementation Schedule/ No. 15 Communication Materials/ No. 16 Training Materials/ No. 17 Draft of Preliminary Findings/Recommendations for wages/ranges of the benchmark job classifications/ No. 19	20% of the total price of B.3.2
5	Final Report of Findings and Recommendations/ No. 20	20% of the total price of B.3.2

**Attachment D**

**Revised US Department of Labor Wage Determination Schedule**

**Attachment J.2**

WD 05-2103 (Rev.-7) was first posted on www.wdol.gov on 03/24/2009

\*\*\*\*\*  
\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Shirley F. Ebbesen	Division of	Wage Determination No.: 2005-2103
Director	Wage Determinations	Revision No.: 7
		Date Of Revision: 03/16/2009

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's  
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	28.55
01040 - Court Reporter	19.95
01051 - Data Entry Operator I	14.38
01052 - Data Entry Operator II	15.69
01060 - Dispatcher, Motor Vehicle	16.94
01070 - Document Preparation Clerk	14.21
01090 - Duplicating Machine Operator	14.21
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	25.29
01141 - Messenger Courier	12.38
01191 - Order Clerk I	14.85
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	17.31
01262 - Personnel Assistant (Employment) II	19.36
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	22.03
01280 - Receptionist	14.12
01290 - Rental Clerk	16.55
01300 - Scheduler, Maintenance	17.49
01311 - Secretary I	17.49
01312 - Secretary II	19.70
01313 - Secretary III	25.29
01320 - Service Order Dispatcher	16.10
01410 - Supply Technician	28.55
01420 - Survey Worker	19.46
01531 - Travel Clerk I	12.92
01532 - Travel Clerk II	13.89

01533 - Travel Clerk III	14.92
01611 - Word Processor I	14.21
01612 - Word Processor II	16.65
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.48
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	17.04
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.50
11060 - Elevator Operator	10.50
11090 - Gardener	16.22
11122 - Housekeeping Aide	11.25
11150 - Janitor	11.25
11210 - Laborer, Grounds Maintenance	12.47
11240 - Maid or Houseman	11.03
11260 - Pruner	11.37
11270 - Tractor Operator	14.66
11330 - Trail Maintenance Worker	12.47
11360 - Window Cleaner	11.68
12000 - Health Occupations	
12010 - Ambulance Driver	19.46
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	21.01
12015 - Certified Physical Therapist Assistant	21.01
12020 - Dental Assistant	16.97
12025 - Dental Hygienist	40.68
12030 - EKG Technician	25.95
12035 - Electroneurodiagnostic Technologist	25.95
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	18.82
12072 - Licensed Practical Nurse II	21.09
12073 - Licensed Practical Nurse III	23.47

12100 - Medical Assistant	14.89
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	16.06
12190 - Medical Record Technician	18.27
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	34.18
12221 - Nursing Assistant I	10.47
12222 - Nursing Assistant II	11.77
12223 - Nursing Assistant III	13.02
12224 - Nursing Assistant IV	14.62
12235 - Optical Dispenser	20.17
12236 - Optical Technician	14.41
12250 - Pharmacy Technician	16.47
12280 - Phlebotomist	14.62
12305 - Radiologic Technologist	28.28
12311 - Registered Nurse I	26.73
12312 - Registered Nurse II	32.41
12313 - Registered Nurse II, Specialist	32.41
12314 - Registered Nurse III	38.98
12315 - Registered Nurse III, Anesthetist	38.98
12316 - Registered Nurse IV	46.73
12317 - Scheduler (Drug and Alcohol Testing)	19.75
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	30.80
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	27.82
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.14
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	30.69
13110 - Video Teleconference Technician	19.35
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.54
14042 - Computer Operator II	20.74
14043 - Computer Operator III	23.12
14044 - Computer Operator IV	25.69
14045 - Computer Operator V	28.45
14071 - Computer Programmer I (1)	25.43
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	18.54
14160 - Personal Computer Support Technician	25.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	35.71
15020 - Aircrew Training Devices Instructor (Rated)	43.84

15030 - Air Crew Training Devices Instructor (Pilot)	52.55
15050 - Computer Based Training Specialist / Instructor	34.39
15060 - Educational Technologist	32.75
15070 - Flight Instructor (Pilot)	52.55
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08
15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.44
16030 - Counter Attendant	9.44
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.44
16090 - Presser, Hand	9.44
16110 - Presser, Machine, Drycleaning	9.44
16130 - Presser, Machine, Shirts	9.44
16160 - Presser, Machine, Wearing Apparel, Laundry	9.44
16190 - Sewing Machine Operator	13.07
16220 - Tailor	13.90
16250 - Washer, Machine	10.41
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.22
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.90
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	12.92
21071 - Order Filler	13.87
21080 - Production Line Worker (Food Processing)	17.90
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	11.44
21150 - Stock Clerk	16.46
21210 - Tools And Parts Attendant	17.90
21410 - Warehouse Specialist	17.90
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.68
23021 - Aircraft Mechanic I	24.46
23022 - Aircraft Mechanic II	25.68
23023 - Aircraft Mechanic III	26.97
23040 - Aircraft Mechanic Helper	16.61
23050 - Aircraft, Painter	23.42
23060 - Aircraft Servicer	18.71
23080 - Aircraft Worker	19.90
23110 - Appliance Mechanic	21.62
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	25.61
23130 - Carpenter, Maintenance	20.99
23140 - Carpet Layer	19.33
23160 - Electrician, Maintenance	27.43
23181 - Electronics Technician Maintenance I	23.70
23182 - Electronics Technician Maintenance II	25.15
23183 - Electronics Technician Maintenance III	26.50
23260 - Fabric Worker	19.01
23290 - Fire Alarm System Mechanic	22.78
23310 - Fire Extinguisher Repairer	17.52
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38

23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	24.46
23381 - Ground Support Equipment Servicer	18.71
23382 - Ground Support Equipment Worker	19.90
23391 - Gunsmith I	17.52
23392 - Gunsmith II	20.38
23393 - Gunsmith III	22.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.94
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
24.37	
23430 - Heavy Equipment Mechanic	22.78
23440 - Heavy Equipment Operator	22.78
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.62
23470 - Laborer	14.27
23510 - Locksmith	21.11
23530 - Machinery Maintenance Mechanic	22.99
23550 - Machinist, Maintenance	21.78
23580 - Maintenance Trades Helper	16.61
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.62
23790 - Pipefitter, Maintenance	23.19
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	22.78
23850 - Rigger	22.78
23870 - Scale Mechanic	20.38
23890 - Sheet-Metal Worker, Maintenance	22.78
23910 - Small Engine Mechanic	20.38
23931 - Telecommunications Mechanic I	27.74
23932 - Telecommunications Mechanic II	29.24
23950 - Telephone Lineman	26.38
23960 - Welder, Combination, Maintenance	22.78
23965 - Well Driller	22.78
23970 - Woodcraft Worker	22.78
23980 - Woodworker	17.52
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.52
24620 - Family Readiness And Support Services Coordinator	15.68
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.10
25040 - Sewage Plant Operator	20.73
25070 - Stationary Engineer	27.10
25190 - Ventilation Equipment Tender	19.08
25210 - Water Treatment Plant Operator	20.73
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.66
27008 - Corrections Officer	22.25
27010 - Court Security Officer	23.33
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.25
27070 - Firefighter	22.39
27101 - Guard I	12.66

27102 - Guard II	20.57
27131 - Police Officer I	26.14
27132 - Police Officer II	28.99
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	38.00
30011 - Air Traffic Control Specialist, Station (HFO) (2)	26.21
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	28.86
30021 - Archeological Technician I	18.93
30022 - Archeological Technician II	21.11
30023 - Archeological Technician III	27.56
30030 - Cartographic Technician	27.56
30040 - Civil Engineering Technician	24.01
30061 - Drafter/CAD Operator I	19.89
30062 - Drafter/CAD Operator II	22.25
30063 - Drafter/CAD Operator III	24.80
30064 - Drafter/CAD Operator IV	30.52
30081 - Engineering Technician I	21.63
30082 - Engineering Technician II	24.29
30083 - Engineering Technician III	27.17
30084 - Engineering Technician IV	33.66
30085 - Engineering Technician V	41.16
30086 - Engineering Technician VI	49.81
30090 - Environmental Technician	24.92
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.56
30461 - Technical Writer I	21.84
30462 - Technical Writer II	26.70
30463 - Technical Writer III	32.31
30491 - Unexploded Ordnance (UXO) Technician I	24.15
30492 - Unexploded Ordnance (UXO) Technician II	29.22
30493 - Unexploded Ordnance (UXO) Technician III	35.03
30494 - Unexploded (UXO) Safety Escort	24.15
30495 - Unexploded (UXO) Sweep Personnel	24.15
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.80
30621 - Weather Observer, Senior (2)	27.56
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	13.02
31030 - Bus Driver	18.95

31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	14.69
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	14.69
31362 - Truckdriver, Medium	17.18
31363 - Truckdriver, Heavy	18.42
31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	16.01
99510 - Photofinishing Worker	12.75
99710 - Recycling Laborer	16.82
99711 - Recycling Specialist	20.65
99730 - Refuse Collector	14.91
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

---

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R.

541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized

representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**Attachment E**

**Compensation Communication Samples**



# Labor-Management Compensation Reform Update

March 2002

## Letter from the Mayor

March 2002

Dear Employees:

Investing in our employees is a cornerstone of the District's current strategic plan. One area in which the District needs improvement—when compared to other regional employers—is in the area of employee compensation. This year, we have begun the process of reforming our compensation and classification system.

In October 2001, we took an historic step by creating the Labor-Management Compensation Reform Task Force, comprised of an equal number of labor leaders from Compensation Units 1 & 2 as well as management. The task force has completed the first phase of the project: pay schedule consolidation.

On March 5, the DC Council approved the pay resolution that puts these consolidated schedules into effect. During April 2002, we will roll out the consolidated pay schedules, reorganized into occupational groups, for more than 7,500 union employees. These new pay schedules will also reflect the 4% pay increase for Fiscal Year 2002, retroactive to January 13, 2002.

Next, this task force will address the more complicated issue of reforming the overall compensation system. This task force represents a true partnership of labor and management. I would like to thank the employees of Compensation Units 1 & 2 and their labor leadership for their patience during the completion of this phase of the project, and I would also like to recognize the task force for being at the forefront of compensation reform in the District.

Sincerely,

Anthony A. Williams  
Mayor

## Top 10 Reasons Classification and Compensation Reform is Great for the District

**1. Partnership** - Labor and management worked together in an extraordinary effort to consolidate 21 pay schedules into 10 for approximately 7,500 union employees in Compensation Units 1 & 2. In working through the challenges as a team, labor and management have discovered new ways of partnering to achieve results together.

**2. Pride in ownership** - Historically, the District has followed the Federal government's personnel systems. Classification and compensation reform will allow the District to develop an independent, customized compensation and classification system that is streamlined and more efficient.

**3. Investing in you** - Employees are an important part of the commitment to generate successful results for the District. We're committed to improving the work lives of our employees; this pay project is just one example of that commitment.

**4. Improving the quality of District services** - The labor and management partnership will continue to sponsor initiatives that invest in employees, because efficient, high quality services begin with satisfied employees.

**5. It's a win-win situation** - Employees and the District benefit through pay consolidation as well as classification and compensation reform.

*(continued on page 2)*

*Coming together. Working together. Succeeding together.*

(Top 10 Reasons...continued from page 1)

**6. Administrative efficiency** - The new system consolidates 21 pay schedules into 10 schedules based on 9 occupational groups. As a result, the District's payroll system will be simplified and salary administration will be easier.

**7. Modernizing the pay system** - Pay schedules will be based on occupational categories, giving the District a more modern compensation program that's similar to what other leading employers are doing. This project will enhance our competitiveness in attracting and retaining our workforce.

**8. Equal pay for equal work** - The pay schedule consolidation aligns compensation on a more consistent basis. For example, currently a clerk/typist in one agency may have been paid on a different pay schedule than another clerk/typist in a different agency. The next step in the project is classification and compensation reform.

**9. A pay system that's easier to understand** - It'll be easier for employees to understand on which schedule they are paid when job titles are tied to an occupational group.

**10. Enhancing the District's standing as a competitive employer** - The District's standing as a state, city and county government makes it unique among other public employers. The District's current pay schedules are also unique and complex compared to other public employers. However, with pay consolidation and eventual compensation and classification reform, the new pay schedules will be streamlined and efficient, and on par with leading area employers.

*"The joint labor-management committee is to be commended for their hard work in the successful pay schedule consolidation. The result of this initiative is a win-win for both District employees and the District government. There is much more ahead for us to do; however, this initiative demonstrates the willingness and ability of labor and management to work together to achieve common goals."*

Linda W. Cropp  
Chairman, Council of the District of Columbia

## 9 Occupational Groups

Clerical/Administrative

Corrections and Others

Health Care

Information Technology

Legal

Maintenance/Trades/Labor

Professional/Program Administration

Protection and Enforcement

Science and Engineering

### Summary of Collective Bargaining Agreement Salary Provisions

- ✍ The Compensation Agreement Between the District of Columbia Government and Compensation Units 1 and 2 covers FY2001 through FY2003 and remains in full force and effect through September 30, 2003.
- ✍ In FY 2001, employees received a 4% salary increase, effective October 8, 2000, plus a \$500 bonus; these were received in 2001.
- ✍ There will be a consolidation of current salary schedules in conjunction with the 4% salary increase for FY 2002.
- ✍ In FY 2002, employees will receive a 4% salary increase plus an increase of **at least** ½ %, retroactive to January 13, 2002, on April 16 or April 19, 2002.
- ✍ The ½ % increase will be received in one of three ways: as a one-time bonus, as an increase to base pay, or as a combination of a bonus and a base pay increase.
- ✍ In FY 2003, employees will receive a 4 % increase, effective the first full pay period on or after April 1, 2003.

*Coming together. Working together. Succeeding together.*

## Frequently Asked Questions

### Am I getting another 4% pay increase this year?

Yes, employees in Compensation Units 1 & 2 will receive a 4% increase, retroactive to the first full pay period of January 2002.

### When will I receive this increase?

You will see this increase in the paycheck you receive on April 16 or April 19, depending on your pay group.

### Will the raise be retroactive?

Yes, you will also receive a retro check for the period of January 13 to March 23 on April 16 or April 19, 2002.

### Will I also get a bonus or base pay increase on the new pay scale?

The compensation agreement ensures that each employee will receive an additional amount of at least ½ %. Some people will see this as an increase in their base pay, some will see it entirely as a bonus, and others will receive a combination of a bonus and a base pay increase.

### When will this bonus be paid?

The bonus will be paid at the same time as the other paychecks, on April 16 or April 19, 2002.

### Who developed the new pay schedules?

The schedules were developed by The Segal Company, a consulting firm selected by the unions and the District, and members of the Labor-Management Compensation Reform Task Force.

### What is pay consolidation?

Pay consolidation is the first step toward simplifying compensation and classification systems within the District government. We have consolidated 21 pay schedules into 10 schedules based on 9 occupational groups.

### Why didn't we get the 4% increase in January?

The compensation agreement called for the 4% pay increase to be made in conjunction with the consolidation of pay schedules.

### How will I know what my new salary is?

In early April you will receive a letter that explains your new FY02 salary, occupational group, pay schedule, and how much you may receive for the bonus. Each employee will receive this letter at his or her home address.

### Who should I talk to if I have questions?

Please contact your union leader, your agency's labor liaison, or your agency's Human Resource Advisor.

*"In addition to wage increases of 4% retroactive to October 2000, a second 4% increase retroactive to the first full pay period in January 2002, and a final 4% due in April 2003, the current contract called for the creation of a joint labor-management committee on compensation and classification. In just three months, this committee was able to agree on a plan to replace the old, complicated pay system with a more modern, understandable plan.*

*We are glad to serve as partners with the District management and look forward to continuing to work together to give the city employees the compensation they deserve in relation to the federal and private sectors and to give District residents services we can all be proud of."*

Geo T. Johnson  
Administrator  
Council 20

David Schlein  
Vice President,  
AFGE District 14

*“The collaborative efforts of the D.C. Labor-Management Compensation Reform Task Force have been a tremendous success. This effort, which was a product of lengthy compensation negotiations, will provide understandable pay schedules for employees and a manageable system for the District.*

*Working together, labor and management...have created a positive climate of cooperation that will carry forward into future compensation and classification reform.”*

Mary E. Leary  
Director, Office of Labor Relations &  
Collective Bargaining

### What's Next:

Planning for Classification and Compensation Reform | March through September

Individual letters to employees | Early April

Employees receive FY02 increase, including retroactive check and bonus check (if eligible) | April 16 or April 19

## Members of the Labor-Management Compensation Reform Task Force

Milou Carolan, Director, DC Office of Personnel  
Geo T. Johnson, Administrator, AFSCME Council 20  
Mary Leary, Director, Office of Labor Relations and Collective Bargaining  
David Schlein, National Vice President, AFGE District 14

### Labor Management Representatives

Barbara Bailey, DHS  
Ellen Flaherty, DC Library  
Plumb Fulton, DCOP  
Bertha Guerra, DPW  
Joao Moreira, DCOP  
Walt Wojcik, OLRBC

Al Bilik, AFSCME  
Eric Bunn, AFGE Council 211  
Rosamary Davenport, NAGE (SEIU)  
Vincent Fong, CWA  
Otis Holley, FOP  
James Ivey, AFSCME Council 20

### Technical Assistance

The Segal Company

Randi Blank, DCOP  
Terry Costello, OCFO  
Michael Messina, AFSCME  
Peter Tchirko, AFGE

Johnetta Bond, OCFO  
Marissa Kuhn, OCFO  
Chris Murray, DC Council  
David Toland, DCOP

*Coming together. Working together. Succeeding together.*



## First Classification Study Completed

In September 2003, the Labor-Management Classification and Compensation Reform Task Force began a classification study to ensure that job classifications fairly represent the work performed by District employees. The Task Force is composed of an equal number of officials from the unions that represent Compensation Units 1 and 2 employees and management representatives.

The first phase of the classification study examined the 303 job series, a miscellaneous "catch-all" group of clerical positions. One reason that we chose this series is that approximately 10 percent of the Compensation Units 1 and 2 employees – or 659 employees – fall within this series. As a result of the study, the Task Force has:

### 1. Properly Classified Positions

We reviewed 659 positions in the classification study. Of these:

- 437 positions will remain in the 303 series; and
- 222 positions will move to other job series.

If you are an employee whose position was originally classified in the 303 series, you will receive a letter that explains any changes to your job series, position title, pay schedule, and salary. Next month you will receive an updated position description that reflects the current duties and responsibilities of your position.

### 2. Reduced the Number of Position Titles

Within Compensation Unit 1 and 2, the 303 classification for miscellaneous clerical work originally consisted of more than 130 different position titles. This project reduced the number of position titles by more than half, to 59.

### 3. Updated Position Descriptions

Having fewer position titles means we can have more accurate, standardized position descriptions for the remaining titles. We standardized 13 position descriptions for the 303 series.

## Glossary

**Occupational Group** – This category represents positions that perform a common type of work. For example, the 0300 occupational group represents positions performing General Administrative, Clerical and Office Services work.

**Job Series** – Within a single occupational group, jobs are further classified into series that perform similar subject matter work and have comparable knowledge and skill requirements. For example, many employees in the 0300 occupational group are placed in the 0303 series, the Miscellaneous Clerk and Assistant series.

**Position Title** – This is the name assigned to a position based upon the nature of the work performed and the occupational group.

**Position Description** – This official document describes the major duties and responsibilities assigned to a position at a given time.

**Pay Schedule** – Compensation Unit 1 and 2 employees are each placed on one of nine different pay schedules, based on their occupational group. Pay schedules are arranged by grade and step.

## Changes Implemented April 4, 2004

Any changes resulting from the classification study take effect in pay period 9, which began on **April 4, 2004**. In addition, the FY2004 pay raise of 2.5% went into effect on **April 4, 2004**.

You will see the above changes reflected on your paycheck for pay period 9, which you will receive on **April 27** or **April 30**. When you receive your paycheck or pay stub, be sure to review the date, position title, pay schedule, and salary fields.

The other side of this newsletter contains Frequently Asked Questions. If you have any additional questions, please contact your human resource advisor, labor liaison, or union officer.

### Frequently Asked Questions

#### **How were positions selected for review?**

The classification team randomly selected specific positions in the 303 series to be audited, not specific employees. Our goal was to determine the proper title, series, grade, and the appropriate position description for each position.

#### **My job series is 303. Why didn't my position receive an audit?**

There are several reasons your position may not have been audited. First, we randomly selected positions within the 303 series. Second, several employees have the same job title within the 303 series; therefore it was not necessary to audit all employees on a single job title.

#### **Is my agency being restructured?**

These classification reviews are not being conducted as part of any agency reorganization or realignment. Instead, they are the first step in the Task Force's efforts to implement classification reform.

#### **When will we see the results of these classification reviews?**

We completed this phase of classification reviews in February 2004. These changes were implemented, effective April 4, 2004. Changes resulting from these reviews will be reflected in your paychecks for pay period 9, which you will receive April 27 or April 30.

#### **Will the classification study result in any change to my pay?**

Each employee affected by the classification study of the 303 series will receive a personal letter detailing his or her new job title, series, grade, step, and salary. In addition, these employees will receive a new position description sometime next month.

#### **Will positions in any other job series be audited?**

We intend to expand our audit to additional series and occupational groups. When the Task Force has determined which series will be reviewed next, we will notify union leaders, agency heads and human resources advisors, who will be responsible for notifying employees.

#### **When will we receive the FY 2004 pay raise included in the new collective bargaining agreement for FY 2004 – FY 2006?**

The new pay schedules are effective April 4, 2004. Your paycheck of April 27 or April 30 will reflect the 2.5 percent pay increase, as determined in the collective bargaining agreement.

#### **Who can I talk to if I have questions about my situation?**

If you have any additional questions, please contact your human resource advisor, labor liaison, or union officer.

### **Members of the Labor-Management Classification and Compensation Reform Task Force**

George Johnson, Executive Director, AFSCME Council 20  
Mary E. Leary, Director, Office of Labor Relations and Collective Bargaining

#### Labor-Management Representatives

Jo Ellen Gray, DCOP, Management Co-Chair  
Eric Bunn, AFGE Council 211, Labor Co-Chair  
Barbara Bailey, DHS  
Ellen Flaherty, DC Public Library  
Bertha Guerra, DPW  
Michael Jacobs, OLRCB  
Mary Montgomery, DCOP  
Al Biliik, AFSCME Council 20  
Pamela Chase, FOP/DOC  
Rosamary Davenport, NAGE/IBPO of SEIU  
Otis Holley, FOP/DHS  
James Ivey, AFSCME Council 20

#### Technical Assistance

Randi Blank, DCOP  
Johnetta Bond, OCFO  
Donna Cauthorne, DCOP  
Teresa Eubanks, DCOP  
Daniel Hernandez, DCOP  
Coutoura Kitt, DCOP  
Marissa Kuhn, OCFO  
Lincoln Lashley, DCOP  
Nelson Madison, OCFO

# Labor-Management Compensation Reform Update

March 2002

## Letter from the Mayor

March 2002

Dear Employees:

Investing in our employees is a cornerstone of the District's current strategic plan. One area in which the District needs improvement—when compared to other regional employers—is in the area of employee compensation. This year, we have begun the process of reforming our compensation and classification system.

In October 2001, we took an historic step by creating the Labor-Management Compensation Reform Task Force, comprised of an equal number of labor leaders from Compensation Units 1 & 2 as well as management. The task force has completed the first phase of the project: pay schedule consolidation.

On March 5, the DC Council approved the pay resolution that puts these consolidated schedules into effect. During April 2002, we will roll out the consolidated pay schedules, reorganized into occupational groups, for more than 7,500 union employees. These new pay schedules will also reflect the 4% pay increase for Fiscal Year 2002, retroactive to January 13, 2002.

Next, this task force will address the more complicated issue of reforming the overall compensation system. This task force represents a true partnership of labor and management. I would like to thank the employees of Compensation Units 1 & 2 and their labor leadership for their patience during the completion of this phase of the project, and I would also like to recognize the task force for being at the forefront of compensation reform in the District.

Sincerely,

Anthony A. Williams  
Mayor

## Top 10 Reasons Classification and Compensation Reform is Great for the District

**1. Partnership** - Labor and management worked together in an extraordinary effort to consolidate 21 pay schedules into 10 for approximately 7,500 union employees in Compensation Units 1 & 2. In working through the challenges as a team, labor and management have discovered new ways of partnering to achieve results together.

**2. Pride in ownership** - Historically, the District has followed the Federal government's personnel systems. Classification and compensation reform will allow the District to develop an independent, customized compensation and classification system that is streamlined and more efficient.

**3. Investing in you** - Employees are an important part of the commitment to generate successful results for the District. We're committed to improving the work lives of our employees; this pay project is just one example of that commitment.

**4. Improving the quality of District services** - The labor and management partnership will continue to sponsor initiatives that invest in employees, because efficient, high quality services begin with satisfied employees.

**5. It's a win-win situation** - Employees and the District benefit through pay consolidation as well as classification and compensation reform.

*(continued on page 2)*

*Coming together. Working together. Succeeding together.*

(Top 10 Reasons...continued from page 1)

**6. Administrative efficiency** - The new system consolidates 21 pay schedules into 10 schedules based on 9 occupational groups. As a result, the District's payroll system will be simplified and salary administration will be easier.

**7. Modernizing the pay system** - Pay schedules will be based on occupational categories, giving the District a more modern compensation program that's similar to what other leading employers are doing. This project will enhance our competitiveness in attracting and retaining our workforce.

**8. Equal pay for equal work** - The pay schedule consolidation aligns compensation on a more consistent basis. For example, currently a clerk/typist in one agency may have been paid on a different pay schedule than another clerk/typist in a different agency. The next step in the project is classification and compensation reform.

**9. A pay system that's easier to understand** - It'll be easier for employees to understand on which schedule they are paid when job titles are tied to an occupational group.

**10. Enhancing the District's standing as a competitive employer** - The District's standing as a state, city and county government makes it unique among other public employers. The District's current pay schedules are also unique and complex compared to other public employers. However, with pay consolidation and eventual compensation and classification reform, the new pay schedules will be streamlined and efficient, and on par with leading area employers.

*"The joint labor-management committee is to be commended for their hard work in the successful pay schedule consolidation. The result of this initiative is a win-win for both District employees and the District government. There is much more ahead for us to do; however, this initiative demonstrates the willingness and ability of labor and management to work together to achieve common goals."*

Linda W. Cropp  
Chairman, Council of the District of Columbia

## 9 Occupational Groups

Clerical/Administrative

Corrections and Others

Health Care

Information Technology

Legal

Maintenance/Trades/Labor

Professional/Program Administration

Protection and Enforcement

Science and Engineering

### Summary of Collective Bargaining Agreement Salary Provisions

- ✂ The Compensation Agreement Between the District of Columbia Government and Compensation Units 1 and 2 covers FY2001 through FY2003 and remains in full force and effect through September 30, 2003.
- ✂ In FY 2001, employees received a 4% salary increase, effective October 8, 2000, plus a \$500 bonus; these were received in 2001.
- ✂ There will be a consolidation of current salary schedules in conjunction with the 4% salary increase for FY 2002.
- ✂ In FY 2002, employees will receive a 4% salary increase plus an increase of **at least** ½ %, retroactive to January 13, 2002, on April 16 or April 19, 2002.
- ✂ The ½ % increase will be received in one of three ways: as a one-time bonus, as an increase to base pay, or as a combination of a bonus and a base pay increase.
- ✂ In FY 2003, employees will receive a 4 % increase, effective the first full pay period on or after April 1, 2003.

*Coming together. Working together. Succeeding together.*

## Frequently Asked Questions

### Am I getting another 4% pay increase this year?

Yes, employees in Compensation Units 1 & 2 will receive a 4% increase, retroactive to the first full pay period of January 2002.

### When will I receive this increase?

You will see this increase in the paycheck you receive on April 16 or April 19, depending on your pay group.

### Will the raise be retroactive?

Yes, you will also receive a retro check for the period of January 13 to March 23 on April 16 or April 19, 2002.

### Will I also get a bonus or base pay increase on the new pay scale?

The compensation agreement ensures that each employee will receive an additional amount of at least ½ %. Some people will see this as an increase in their base pay, some will see it entirely as a bonus, and others will receive a combination of a bonus and a base pay increase.

### When will this bonus be paid?

The bonus will be paid at the same time as the other paychecks, on April 16 or April 19, 2002.

### Who developed the new pay schedules?

The schedules were developed by The Segal Company, a consulting firm selected by the unions and the District, and members of the Labor-Management Compensation Reform Task Force.

### What is pay consolidation?

Pay consolidation is the first step toward simplifying compensation and classification systems within the District government. We have consolidated 21 pay schedules into 10 schedules based on 9 occupational groups.

### Why didn't we get the 4% increase in January?

The compensation agreement called for the 4% pay increase to be made in conjunction with the consolidation of pay schedules.

### How will I know what my new salary is?

In early April you will receive a letter that explains your new FY02 salary, occupational group, pay schedule, and how much you may receive for the bonus. Each employee will receive this letter at his or her home address.

### Who should I talk to if I have questions?

Please contact your union leader, your agency's labor liaison, or your agency's Human Resource Advisor.

*"In addition to wage increases of 4% retroactive to October 2000, a second 4% increase retroactive to the first full pay period in January 2002, and a final 4% due in April 2003, the current contract called for the creation of a joint labor-management committee on compensation and classification. In just three months, this committee was able to agree on a plan to replace the old, complicated pay system with a more modern, understandable plan.*

*We are glad to serve as partners with the District management and look forward to continuing to work together to give the city employees the compensation they deserve in relation to the federal and private sectors and to give District residents services we can all be proud of."*

Geo T. Johnson  
Administrator  
Council 20

David Schlein  
Vice President,  
AFGE District 14

*“The collaborative efforts of the D.C. Labor-Management Compensation Reform Task Force have been a tremendous success. This effort, which was a product of lengthy compensation negotiations, will provide understandable pay schedules for employees and a manageable system for the District.*

*Working together, labor and management...have created a positive climate of cooperation that will carry forward into future compensation and classification reform.”*

Mary E. Leary  
Director, Office of Labor Relations &  
Collective Bargaining

## What's Next:

Planning for Classification and Compensation Reform | March through September

Individual letters to employees | Early April

Employees receive FY02 increase, including retroactive check and bonus check (if eligible) | April 16 or April 19

## Members of the Labor-Management Compensation Reform Task Force

Milou Carolan, Director, DC Office of Personnel  
Geo T. Johnson, Administrator, AFSCME Council 20  
Mary Leary, Director, Office of Labor Relations and Collective Bargaining  
David Schlein, National Vice President, AFGE District 14

### Labor Management Representatives

Barbara Bailey, DHS  
Ellen Flaherty, DC Library  
Plumb Fulton, DCOP  
Bertha Guerra, DPW  
Joao Moreira, DCOP  
Walt Wojcik, OLRBC

Al Bilik, AFSCME  
Eric Bunn, AFGE Council 211  
Rosamary Davenport, NAGE (SEIU)  
Vincent Fong, CWA  
Otis Holley, FOP  
James Ivey, AFSCME Council 20

### Technical Assistance

The Segal Company

Randi Blank, DCOP  
Terry Costello, OCFO  
Michael Messina, AFSCME  
Peter Tchirko, AFGE

Johnetta Bond, OCFO  
Marissa Kuhn, OCFO  
Chris Murray, DC Council  
David Toland, DCOP

*Coming together. Working together. Succeeding together.*

# Labor-Management Classification and Compensation Reform Update

July 2003

## Final Phase of FY2001-FY2003 Compensation Units 1 and 2 Compensation Agreement Enacted

The Labor-Management Classification and Compensation Reform Task Force was created as a result of the FY2001 – FY2003 Compensation Units 1 and 2 collective bargaining agreement, and has become a model labor-management partnership. The Task Force's goal is to make District government pay more market competitive and easier to understand.

The FY2001 – FY2003 collective bargaining agreement contained a groundbreaking provision – to implement reform to the classification and compensation system. In Phase 1 we consolidated 21 pay schedules containing a variety of positions into 10 schedules covering only 9 occupational groups. This was accomplished in April 2002.

By year-end FY 2002, the Task Force completed a blueprint recommending additional changes to classification and compensation. This included a salary survey of 75 benchmark positions in Compensation Units 1 and 2 to see how the District compares to other local governments.

One key finding was that the time it takes for District employees to move through the entire pay progression of a single grade – 18 years for Compensation Unit 1 (white collar) employees – was longer than all other municipalities, except for the federal government. For our Compensation Unit 2 (blue collar employees), the pay range from minimum to maximum in a grade was much narrower than other jurisdictions, in part due to the smaller number of steps to progress through the range.

Therefore, effective June 29, 2003, the District made the first significant change to the compensation system in the District: we are changing the pay progression of Compensation Units 1 and 2 employees, or how employees move between steps within a grade.

Employees in Compensation Unit 1 (white collar) will now move through an entire grade in 14 years instead of 18 years. In addition, those Compensation Unit 1 employees who are currently at step 10 in their grade will receive a one-time bonus of 3% of their base salary.

For employees in Compensation Unit 2 (blue collar) we have added an additional step – step 6. This expanded range will increase earning potential on this pay schedule and it will now take 8 years instead of 6 years to move through an entire grade because we have added an additional step.

The tables below show how long it takes to move from step to step in the old system ("Current") and the new system ("New").

### Number of Years to Progress through a Grade

White Collar (DS) (Compensation Unit 1)	Current	New
Step 1 to Step 2	1 year	1 year
Step 2 to Step 3	1 year	1 year
Step 3 to Step 4	1 year	1 year
Step 4 to Step 5	2 years	1 year
Step 5 to Step 6	2 years	2 years
Step 6 to Step 7	2 years	2 years
Step 7 to Step 8	3 years	2 years
Step 8 to Step 9	3 years	2 years
Step 9 to Step 10	3 years	2 years
<i>Total</i>	<i>18 years</i>	<i>14 years</i>

Blue Collar (RW, LW) (Compensation Unit 2)	Current	New
Step 1 to Step 2	6 months	1 year
Step 2 to Step 3	18 months	1 year
Step 3 to Step 4	2 years	2 years
Step 4 to Step 5	2 years	2 years
Step 5 to Step 6	N/A	2 years
<i>Total</i>	<i>6 years</i>	<i>8 years</i>

*Coming together. Working together. Succeeding together.*

## Glossary

**Compensation Unit 1 (White Collar) Employees** – Employees who are on the DS pay schedules, which cover employees in the following occupational groups: Clerical/Administrative, Corrections & Other, Health Care, Information Technology, Legal, Professional/Program Administration, Protection and Enforcement, and Science and Technology.

**Compensation Unit 2 (Blue Collar) Employees** – Employees who are on the RW and LW pay schedules, which cover employees in the Maintenance/Trade/Labor occupational group.

**Last Equivalent Increase (LEI) Date** – The LEI date is the day you received your last step increase.

**Maximum Rate** – The maximum is the highest amount you can earn in a grade. For Compensation Unit 1 positions, this amount is at step 10. For Compensation Unit 2 positions, this is now at step 6.

**Minimum Rate** – The minimum is the lowest amount you can earn in a grade. For both Compensation Unit 1 and 2 positions, this is step 1.

*“an innovative approach to bargaining...is being heralded as a strong example of labor-management partnership. This process was highlighted during the 11<sup>th</sup> National Labor-Management Conference...”*

– Michael Bologna “Washington, D.C., Used Partnership Process to Modernize its Antiquated Payroll System” Government Employee Relations Report, Bureau of National Affairs, Inc., (June 11, 2002).

## Frequently Asked Questions

### For Everyone in Comp Units 1 & 2

#### Why are we changing the pay progression system?

Our salary survey results showed that the District government’s Compensation Unit 1 (white collar) employees took 18 years to move from the minimum to the maximum of a single grade range, which was far longer than the average. Reducing the time to 14 years makes us competitive with other large local government employers.

Similarly, we found that the District’s Compensation Unit 2 (blue collar) pay schedule had a smaller pay range between the minimum and maximum steps than other local governments. By adding another step to blue collar pay schedules, we will increase your earning opportunity.

#### Will this change affect my current LEI (Last Equivalent Increase) date?

It depends on your step and how long you have been in that step. More detailed answers are included under the separate white collar/blue collar FAQs.

#### When will these changes take effect?

The new pay progressions went into effect on June 29, 2003. Therefore, you will see the pay rate at your new step, if you are to receive one, in the paycheck you receive on July 22 or July 25, 2003.

#### Is this the new Compensation Units 1 and 2 pay raise?

No. Compensation Units 1 and 2 employees received the FY 2003 pay raise of 4% on April 6, 2003. Any upcoming pay raises for FY 2004 and beyond will be the result of a new collective bargaining agreement.

#### Who should I talk to if I have questions?

Please contact your Union Leadership, your agency’s Labor Liaison, or your agency’s Human Resource Advisor.

***For Compensation Unit 1  
(white collar) Employees***

**Will this change affect my current LEI (Last Equivalent Increase) date?**

It depends. If you are currently in Steps 1, 2, 3, 5, 6 or 10, your LEI date will not change.

If you are in Step 4 and have been for more than one year, your LEI date will change because you will move to Step 5 as of June 29, 2003.

If you are in steps 7, 8 or 9 and have been for more than two years, your LEI date will change because you will move to the next step as of June 29, 2003.

**I'm at Step 4, and I've been at this step for more than a year, but not yet two years. When do I become a Step 5?**

You will become a Step 5, effective June 29, 2003.

**It took me two years to move from Step 4 to Step 5, and now it will take my co-worker only one year. Do I get any kind of retroactive step increase?**

No. However, you will now only need two years to move between steps 7, 8, 9 and 10 instead of three years each.

**I'm currently at Step 8, and have been for 18 months. When do I get my next step increase?**

You should receive your next step increase two years after your last increase (based on your LEI date). This should take place in about six months.

**I'm currently at Step 10. It took me the full 18 years to get here. Do I get anything?**

Yes. Although you are no longer eligible to receive step increases in your grade, if you are at Step 10 as of June 29, 2003, you will receive a one-time bonus equivalent to 3% of your basic rate of pay.

**How will this one-time bonus be paid?**

It will be paid as a separate check and taxed at a flat rate, according to Internal Revenue Service rules.

***For Compensation Unit 2  
(blue collar) Employees***

**Will this change affect my current LEI (Last Equivalent Increase) date?**

It depends. If you are currently in Steps 1, 3 or 4 your LEI date will not change.

If you are in Step 2 and have been for more than one year, your LEI date will change because you will move to Step 3 as of June 29, 2003.

If you have been at Step 5 for less than two years, your LEI date will not change. If you have been at Step 5 for more than two years, your LEI date will change because you will move to Step 6 as of June 29, 2003.

**I'm at Step 2, and have been there for more than a year, when do I become a Step 3?**

You will become a Step 3, effective June 29, 2003.

**I'm at Step 5, and have been for 20 years, do I get any kind of retroactive pay or retroactive step increase?**

No. You will not receive any retroactive changes. However, you will become a Step 6, effective June 29, 2003.

**Why will it take longer to move from Step 1 to Step 2?**

We have lengthened the time to move from Step 1 to Step 2 from six months to one year in order to make this move correspond to completion of the one-year probationary period. We have also shortened the time it takes to move from Step 2 to Step 3, from 18 months to one year. Therefore, at the end of two years, a new employee will be at Step 3.

## Summary of Collective Bargaining Agreement Salary Provisions

The Compensation Agreement Between the District of Columbia Government and Compensation Units 1 and 2 covers FY2001 through FY2003 and remains in full force and effect through September 30, 2003.

- ✓ In FY 2001, employees received a 4% salary increase, effective October 8, 2000, plus a \$500 bonus; these were received in 2001.
- ✓ In FY 2002, employees received a 4% salary increase and a bonus and/or increase of at least ½% due to consolidation of salary schedules on April 16 or April 19, 2002.
- ✓ In FY 2003, employees received a 4 % increase, effective April 6, 2003.
- ✓ In FY 2003, at least 1% will be used for classification and compensation reform. The effective date will be June 29, 2003.

## Pay Consolidation Recap

In FY 2002, we consolidated the 21 pay schedules in Compensation Units 1 and 2 into 10 schedules, based on 9 occupational groups. These groupings are generally based on the kind of work someone does, and they are commonly used by human resource professionals to classify job titles.

Pay consolidation has helped to simplify the payroll system and align compensation more consistently across agencies. Go to the DC Office of Personnel website at [www.dcop.dc.gov](http://www.dcop.dc.gov), and click on "Employee Compensation," for the most recent pay schedules.

### 9 Occupational Groups

Clerical/Administrative  
 Corrections and Others  
 Health Care  
 Information Technology  
 Legal  
 Maintenance/Trades/Labor  
 Professional/Program Administration  
 Protection and Enforcement  
 Science and Engineering

## Members of the Labor-Management Classification and Compensation Reform Task Force

George Johnson, Executive Director, AFSCME Council 20  
 Mary Leary, Director, Office of Labor Relations and Collective Bargaining

### Labor Management Representatives

JoEllen Gray, DCOP, Co-chair  
 Barbara Bailey, DHS  
 Donna Cauthorne, DCOP  
 Ellen Flaherty, DCPL  
 Bertha Guerra, DPW  
 Michael Jacobs, OLRCB  
 Marissa Kuhn, OCFO

Eric Bunn, AFGE Council 211, Co-Chair  
 Al Bilik, AFSCME  
 Pamela Chase, FOP/DOC  
 Rosamary Davenport, NAGE/IBPO of SEIU  
 Vincent Fong, CWA  
 Otis Holley, FOP/DHS  
 James Ivey, AFSCME Council 20

### Technical Assistance

Randi Blank, DCOP  
 Johnetta Bond, OCFO  
 Kevin Lee, DCOP  
 The Segal Company

Tom Tedesco, DCOP  
 Calvin Tildon  
 Walt Wojcik, OLRCB

**Attachment F**

**PeopleSoft Infrastructure Information**



# PeopleSoft Application Infrastructure

## I. Software

### A. PeopleSoft

**Application:** PeopleSoft HCM v8.8 SP1 US Federal (USF) Maintenance Pack 4 and current on Tax Updates

**PeopleTools:** 8.46

**Database :** Oracle 10.2.0.4 64 bit

The following modules are deployed:

Module	
Benefits Administration	
North American Payroll	
Position Management	
HRMS	
Recruit Workforce	
Performance Management	
Time & Labor	
Self Service	eProfile, ePay, eTime, ePerformance, eRecruit, eCompensation
Enterprise Learning Management	Future
Workforce Analytics	Future

Within the next year the PeopleSoft application will be upgraded to PeopleSoft HCM v9.0 with following configuration:

**Application :** PeopleSoft HRMS & CS 9.0 (USF) with Maintenance Pack 5 and Tax Updates (Current)

**PeopleTools :** 8.49.16

**Database :** Oracle 10.2.0.4 64 bit (Assuming no change in Oracle release)

#### **Third Party Software Requirements**

Weblogic 9.2 with latest service pack (SP3)

Cobol Compiler : MicroFocus Server Express 5.0

Tuxedo: 9.1

Verity Development Kit: 6.1.2

### B. Integration Layer

Application: SeeBeyond

## II. Hardware

Server Model	OS	Firmware	CPU
IBM pSeries 570	AIX 5L v5.3	IBM,EM320_076	4 x 64 bit POWER6 (4.2 GHz)

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

Questions About the Solicitation

No.	Solicitation Reference	Question	Response
1	C.3.2.1.3	Can you provide examples of previous compensation-related communication materials?	See Amendment 0004, Item No. 31
3	L.3.1.1.1 c L.3.2.1.1 c	“Conceptual communication plan” --- looking for “proposed” communication plan?	Yes. See Solicitation Sections L.3.1.1.1 c and L.3.2.1.1 c
4		Will there be internal DCHR Communication professionals with whom the contractor will work?	No. Please see Amendment 0004 Item No. 11
5	C.3.2.1.3	To what extent do you currently communicate with employees re: comp?	As Needed
6	C.3.1.1.3	What forms of communication./media will be considered?	See Solicitation Section C.3.1.1.3.1
7		Will vendor have ability to select print/design/fulfillment vendor or use designated DHCR specific vendors?	The solicitation does not identify or require the use of a vendor to provide printing, design, or related services.
8		Explain approval process for communications?	See Solicitation Section C.3.1.1.3.1 c, C.3.2.1.3.1 c, and F.3.
9	C.3.1.2.5	Can you define what is meant by “developed and housed in the PeopleSoft environment” what do you consider “PeopleSoft Environment” to consist of?	See Amendment 0004, Item No. 16
10		What is the difference between the Automated Job Evaluation system vs. job analysis tool?	The job analysis tool is part of the automated job evaluation system that links to job analysis element such as job analysis questionnaires, rating factors, and job evaluation methodology.
11		Is the Consulting firm referenced in the RFP able to bid on this project? (Carlson Dettmann)?	No
12		Can you clarify/confirm that the District does or does not currently use the classification module in PeopleSoft?	See Solicitation Section C.2.2.10.
13		Are there competency models currently in place which can be carried forward or used in developing new job descriptions/documentation?	Yes but they are very limited.
14		Is it acceptable to distribute the online job questionnaire to a representative sample of all 16,000 employees rather than all 16,000 employees individually?	See Amendment 0004, Item No. 13
15		Please define what is meant by a job analysis tool versus a job evaluation tool or position analysis questionnaire?	See response to Question 10.
16		Can we get a copy of full DPM?	See Solicitation Section J.7

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

17		Approximately how many DCHR staff would need to be trained in the new compensation and classification systems?	See Amendment 0004, Items No. 19 and 23
18	C.2.2.2.1	900 employees are not reviewed under compensation units 1 & 2; will these agreements be available for review?	See Amendment 0004, Item No. 5
19		Can existing competencies be different going forward from those in the eperformance?	See Solicitation Section C.3.1.2, C.3.1.3.1, and C.3.1.3.4.1
20		Given point forth job evaluation and market band – pay ranges, are there methods of many employs through the ranges that are off the table?	The solicitation does not identify restrictions regarding job evaluation systems or pay ranges.
21		RFP notes that vendor should produce 2 options for classification systems. Has DCHR set any selection criteria?	No. See Solicitation Section C.3.1.2.5.
22		Please explain the relevance/importance of the study done recently by the firm from Wisconsin?	See Solicitation Section C.2.2.9
23		What is the relevance of the OPM white paper?	See Solicitation Section C.2.2.9
24		Will employees be directed to complete a job questionnaire?	See Amendment 0004, Item No. 13
25		Items #8 in the Classification deliverables and #9 in the Compensation plan deliverables appeared reversed in an appropriate sequence; could you review and clarify this?	See Amendment 0004, Item No. 25
26		Is the District willing to consider integrating with PeopleSoft after the v. 9.0 conversion is fully implemented and restrict this project to writing the conversion project Scope of Work?	No.
27		What job competencies are of greatest interest to the District?	See Amendment 0004, Item No. 4
28		What linkages is the District looking for between job analysis, job evaluation, and performance management?	Job analysis should relate back to factors and competencies described the development of the classification specification. The use of the Job evaluation system should be clear how occupational levels are distinguished from one another. Finally, performance mgt references competencies, additional training, and duties should be included in the vendor developed classification specification.
29		What job classification appeal rights do District employees currently have?	See Attachment J.7, DCPM Chapter 11, Section 1110

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

31		Based on DCHR’s experience implementing the most recent module of PeopleSoft, how many hours would DCHR budget for implementing the additional modules contemplated in this study if it were doing it in house?	Please see Amendment 0004 Items No. 20 and 32  The solicitation does not provide an estimate of hours to be required to implement additional modules of PeopleSoft.
32		The Blueprint paper is dated Nov 2002. Has anything changed since it was drafted? Would the two parties agree on the same issues today? Has the market survey been re-done?	No changes and an outdated document. Market survey has been completed by DCHR for last round of negotiations.
33	H.11	I am looking to bid on this contract and have one question. It states in H.11 CONTRACTOR RESPONSIBILITIES, H.11.1 STAFFING that "The Contractor shall maintain an adequate staff, including supervisory staff, and overall organizational structure to perform the requirements of the Contract. The Contractor’s principal staff shall be CCP and/or SPHR certified." I am currently not certified under either designations, will this disqualify me from the bidding?	See Amendment 0004, Item No. 29
34		Were there any studies completed between the time the Blueprint was drafted in 2002 and today other than the study by Carlson Dettman consulting?	No.
35		There may have been a written response or comment on the Carlson Dettman conclusions presented by one or both sides in Labor-Management Task Force. If so, is that available prior to the awarding of the contract?	No comments received.
36		The section of the OPM white paper on classification makes a strong argument for moving away from the rigid federal classification process toward one that is more responsive to the market and to organization needs. Is that the direction DC wants to move?	See Solicitation Section C.2.2.9
37		Several but not all of the comparator jurisdictions have a logical relevance to the District. When were they selected? What information was collected from them? Did the data collection involve face to face meetings? Would it be useful to add others? I note that a couple of cities that have initiated civil service reform (e.g., San Francisco) are not included.	The selections were made at various times with varying information collected and gathered in a number of ways.  The solicitation does not limit the Contractor’s use of comparable jurisdictions.

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

38		Will you consider extending the due date for proposals one month?	No.
39	C.2.3.1	(a) Automated Job Evaluation: Although an automated tool is called for, what involvement is anticipated on the part of the HR analyst in addressing the job evaluation?	The COTR, project manager, LMTF representatives and HR employees will review the proposed job evaluation tool.
40	C.2.3.1	(k) Easily Understood Classification and Compensation Plan: What is the performance measure expected for “easily understood” and is it anticipated that the same level of understanding will exist for employees, District leadership and HR?	See Amendment 0004, Item No. 8
41	C.2.3.1	(m) Fully Integrated with the District’s HRIS: Please define the extent of integration expected with currently implemented, not implemented, and 2009 expected modules of PeopleSoft? Please provide any system documentation necessary to address the expected integration.	See Amendment 0004, Items No. 9, 20 and 32
42	C.3.1.1.2	What is the form of input to the District’s COTR or Office of the Chief Technology Officer necessary to provide the required initial material and ongoing updates to the project website? Should the contractor develop a new Web site for the compensation initiative or is the contractor to develop content only, to be loaded on the District's existing Web site? What exactly is meant by coordination with the District's Office of Chief Technology Officer?	See Amendment 0004, Items No. 11 and 22  COTR and OCTO will review all materials before they are placed upon the DC maintained website. The contractor will be developing materials for inclusion on the website.
43	C.3.1.2.1	Online Job Questionnaire: It is stated that the job questionnaire be online and available in hardcopy for those without computer access for ALL EMPLOYEES. How will the District assure that all employees with computer access do in fact access the questionnaire? Over what time period is it anticipated it will take to address the “all employees” requirement? What percent participation on the part of employees will be deemed sufficient by the District?	See Amendment 0004, Item No. 13
44	C.3.1.2.2	The timeline in F.3.1 does not make reference to time from award of contract for employee interviews. Please	The solicitation does not identify a deliverable associated with Interviews (C.3.1.2.2).

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

		indicate how this fits into the schedule.	Please also see Solicitation Section C.3.1.2.4 and F.3.1 number 5.
46	C.3.1.2.7	The timeline in F.3.1 does not make reference to time from award of contract for this task. Please indicate how this fits into the schedule.	The solicitation does not identify a deliverable associated with Job Value (C.3.1.2.7).  Please also see Solicitation Section C.3.1.2.5 and C.3.1.2.7.
47	C.3.1.3.1	Please clarify if the District is requiring a set of class specifications in MS Word independent of a form necessary to integrate within the HRIS system? The timeline in F.3.1 does not make reference to time from award of contract for job description writing. Please indicate how this fits into the schedule.	Please see Solicitation Sections C.3.1.3.4 C.3.1.3.5 and C.3.1.3.6 and F.3.1 numbers 10 and 11.
48	C.3.1.3.2.1	Please provide a copy of the current District classification and compensation strategy.	See Amendment 0004, Item No. 18
49	C.3.1.4.3	Please describe how the District envisions the allocation of employees if they did not complete a questionnaire.	See Amendment 0004, Items No. 12, 13, 14, and 15
50	C.3.1.4.3	The District requests the vendor to provide an appeals process. Please provide a copy of the current appeal process. Does the District want to provide the opportunity to employees to appeal their allocation?	See Attachment J.7, DCPM Chapter 11, Section 1113 and Solicitation Section C.3.1.4.3.
52	C.3.1.5.1.1	DC Office of Chief Technology Officer: It is stated that the contractor will work with the Technology Officer to “publish all project information, communications, timelines, forms, and final documentation necessary to explain and administer the new classification system.” Please clarify how this requirement related to project information differs from the project information required to be submitted to the COTR for the website.	See Amendment 0004, Items No. 11 and 22
53	C.3.1.5.1.2	Job Matching Capabilities: Please clarify what the District means by "job matching capabilities"	Classification system that will allow staff to match jobs to benchmark jobs in salary surveys or other studies. The IT tool should assist in the job matching function in areas such as text search, queries of summary data related to benchmark job, etc.
54	C.3.1.5.1.3	Certification of IT Capacity: Please clarify the extent to which this solicitation is directed toward the development of a classification and compensation system versus a technology implementation.	Please see Solicitation Section C.2.2.10, C.2.3.1 m, C.3.1.4.1, and C.3.2.4.2.
55	C.3.1.5.1.3	Will the District be willing to accept a technology	No.

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

		solution that integrates with PeopleSoft, but isn't built within the PeopleSoft environment?	
56	C.3.1.5.1.3	Will the District be willing to work with a Software-as-a-Service (SAAS) provider to provide the classification software?	No.
57		How does the District currently use PeopleSoft and how will it engage with the Classification system?	Please see Solicitation Section C.2.2.10.
58		Can the District clarify its reporting requirements around the classification system?	Please see Solicitation Section C.3.1.5.4 and F.3.1.
60		Can training on the system be combined with training on the new classification methodology?	See Amendment 0004, Items No.
61		Will the Classification system also need to interface with the Compensation system or will it be acceptable to send data to PeopleSoft for consolidated reporting?	See Amendment 0004, Item No. 9
62		Does the District have a proposed system architecture diagram that explains how it expects all systems to work together?	No.
63		Does the District anticipate needing to store PII data (i.e. name, SSN, other personal information) within the system or can we link to individuals within PeopleSoft?	Please see Solicitation C.2.2.10.
64	C.3.2.4.2	Compensation System Integration with PeopleSoft: It is stated that the contractor "shall work with the DC Office of Technology Officer in programming PeopleSoft . . ." Please delineate the expectations of the contractor and the tasks to be performed by the Technology Officer. Please provide any system documentation needed to support contractor activities.	See Amendment 0004, Item No. 32
65	C.3.2.4.3	Compensation Materials: What exactly is meant by "develop and prepare" all communications materials? Is the contractor to provide graphic design, layout, print production and distribution services for all communications materials? Does the District have relationships with designers and printers it would like the contractor to use?	Please see responses to Questions 6, 7, and 8 above.

DCBE-2009-R-9696 Amendment 0004  
 Attachment G Responses to Questions About the Solicitation

66	C.3.1.4.1 and C.3.2.4.2	It Responsibilities: Please clarify the extent of systems implementation and development intended versus contractor assistance to the technology office in the integration of tools with PeopleSoft. To the extent that there are expectations of the contractor to “design, configure, develop, test and deploy the necessary enhancements within the District’s PeopleSoft system”, please provide the District’s system documentation required to complete such tasks.	See Amendment 0004, Items No.9, 20, 32
67		What resources from the DC Office of Technology will be dedicated to this project?	The IT function of this project will be under the supervision of OCTO project manager(s) and technical experts for testing and implementation purposes.
68		What obstacles did DCHR and the Office of Technology face in implementing PeopleSoft? What was the level of effort required to implement currently functioning modules and who provided those resources (DCHR, Office of Technology, outside vendor)?	Obstacles including the coordination of all modules and testing to make sure applications function as planned. OCTO and DCHR provide staff for design and testing purposes
69	F.3.1 and F3.2	This section prescribes a particular order to each deliverable that may or may not fit our process. Can we reserve the right to modify the sequence of the tasks to fit our work plan? Also, the time frame set forth for the job analysis task does not make any accommodation for employees who are out sick or on leave and can't complete the questionnaire in the required time. Is there flexibility in the timing of each step as long as the entire project is completed within one year of award?	Yes, bilateral modifications of the resulting contract(s) are possible.
70	C.3.1.1.2	Please clarify what kind of web site you expect to be developed. What content would you like to include on the web site? Is the web site supposed to be informational or interactive?	See Amendment 0004, Items No. 11 and 22
71	L.1.1	Task states that the District “intends to award multiple contracts.” To clarify, does this mean you may select one contractor to work on the classification project and one to work on the compensation project, or could there be more than one contractor selected within each project?	Yes. See Amendment 0004 Item No. 33

DCBE-2009-R-9696 Amendment 0004  
 Attachment G Responses to Questions About the Solicitation

72	L.1.3	L.1.3 states that “award, if made, will be to a single Offeror in the aggregate for those groups indicated...in Section B.3.” Does this mean that the District will award one contract to “Develop and implement a new Classification System as described in C.3.1” and a second contract to “Develop and implement a new Compensation System as described in C.3.2”?	See Amendment 0004 Item No. 34
74		Are you expecting the classification and compensation projects to run concurrently?	See Amendment 0004 Item No. 24
75		Do you want contractors to submit two separate technical proposals and two separate price proposals – one for the classification project and one for the compensation project – or may we just submit a single technical proposal and a single price proposal if we are bidding on both the classification and compensation projects?	Please see Solicitation Section L.2.1
76		Sections K and L of the RFP both list required forms to be submitted with the proposal. Do you want two sets of all the forms – one for each project – or may we submit one set of forms if we are bidding on both the classification and compensation projects?	See Solicitation Section L.2.1.
77		What role will Labor play in selecting the Contractor and subsequently managing the contract?	The District will develop a Technical Evaluation Panel with the requisite qualifications and expertise to evaluate proposals received in response to the solicitation.  See also Solicitation Section G.9.2
78		Does the COTR anticipate any ongoing role for the Contractor following implementation? If so, please specify.	
79		From our understanding of this RFP, is it true Carlson Dettmann Consulting/enetrix will be prohibited from bidding on this project, as a primary contractor or as a subcontractor, due to its role in developing the RFP?	See response to Question Number 11 above
80		The RFP indicates an update is planned for FY2010 and that there is a requirement to “reform the classification and compensation system by September of 2010. What version of PS will be utilized to develop and implement	See Amendment 0004 Item No. 6

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

		the new system?	
81		Will the District provide a development environment and a testing environment for this project?	Yes.
82		Is the District planning to utilize the core functionality of PeopleSoft (classification module, e-Recruit, e-Compensation, e-Performance, etc.) and configure these modules to meet the requirements of the new classification and compensation system or are there plans to utilize “bolt on” application software packages to support requirements that cannot be met by the delivered products? Does the delivered PS system have an on-line job evaluation tool that is delivered with the core functionality that can be configured to meet the specifications developed during this project?	See Amendment 0004 Item No. 6
83	C.3.1.4.1	Integration of Classification System with PeopleSoft – There is a requirement around the need to “perform data corrections within PeopleSoft to accommodate the changes resulting from the job classification project.” Can you elaborate on this?	The correcting of employees that may have been misclassified in the wrong series and title.
84	C.3.1.5.1.1	The Contractor shall work with the DC Office of the Chief Technology Officer to publish all project information, communications, timelines, forms, and final documentation necessary to explain and administer the new classification system. Is there a specific format around which this information will need to be developed?	See Amendment 0004 Items No. 11 and 22
86		With regard to the Total Compensation Survey Questionnaire, have specific federal and state agencies, local municipalities, and private organizations been identified for inclusion in the study? If so, which ones have been identified? If not, should the contractor decide which ones to include?	See Solicitation Section C.3.2.2.
87		Some of the terms and conditions in the RFP are not consistent with our general terms and conditions. Will there be flexibility to discuss this once the contract is awarded?	No.
88		Please clarify what you wish the contractor to do	See Amendment 0004, Items No. 11 and 22

## Attachment G Responses to Questions About the Solicitation

		regarding the Web site. Do you want the contractor to manage the internal project communications (such as timelines, deliverables, team updates) through the District Web site? Or do you want the contractor to plan and write communications for employees on the District Web site about the outcomes of the project? Or both?	
89	L.2.1	L.2.1. asks for (1) original and six (6) copies and six (6) electronic copies of the written proposal. Can you please provide further clarity: what is meant by (6) electronic copies (i.e. an email attachment or 6 CDs or other?).	See Amendment 0004, Item No. 35
90		What is the target date for implementation in PeopleSoft? Is it 09/10?	Fiscal Year 2010
91		Do you want the contractor to implement the new Compensation program in PS 8.8 or into PS 9.0? What role do you want the contractor to play in the upgrade to PS 9.0? Is this to provide support for the Compensation functionality or to implement the actual performance of the upgrade?	See Amendment 0004 Item No. 6  The solicitation does not include requirements for the Contractor to perform the upgrade of PeopleSoft.  See also Amendment 0004 Items No. 32
92	B.3.1 and B.3.2	The Base Period of Performance is stated to last 12 months from the Date of Award. However Option Period One is stated to begin November 1, 2009. Please clarify the intended start date and length of Option Period One.	See Amendment 0004, Item No. 24
93		When is the award for the Base Period expected to occur?	The District's target date of award is June 1, 2009.
93		As it appears in this section, the Classification System should be developed and implemented during the Base Period; and the Compensation System should be developed and implemented during Option Period One. Is that the intent of DCHR?	See Amendment 0004, Item No. 24
94	B.3.2	The Contract Line Item stated under B.3.2 is "0101." Is this a typo and should it be "0002"?	See Amendment 0004, Item No. 3
95	C.2.2.8	How many members comprise the LMTF?	Approximately 5-7
96	C.2.3.1	An expectation of the new design is to "assist supervisors in setting performance goals based on job attributes and assist in organizational design". Is there a particular	Access to job specifications, competencies, and accurate job classifications.

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

		feature of the new design that you expect will accomplish these objectives? Or, do you expect these objectives to be a by-product of a more streamlined, relevant, accurate classification system?	
97	C.3.1.1.1	In your estimation, how many briefing sessions are expected for this task?	See Amendment 0004, Items No. 10 and 21
98	C.3.1.1.2	Can we assume that the Contractor is only responsible for web site content and not the necessary design and programming of the web site?	See Amendment 0004, Items No. 11 and 22
99	C.3.1.1.3.1	Does the District have facilities in which a video could be produced? If so, could these facilities be used by the Contractor to produce relevant communication videos for this assignment?	The District does have facilities to produce videos however the District is not able to guarantee or confirm the availability of these facilities at this time.
100	C.3.1.2	The RFP calls for competencies/skills to be created which can be measured and tested in the recruitment process. Does the District currently perform any formal assessment testing (beyond skills tests)? Is the RFP referring to behavioral-based interviewing techniques as a means of “measuring and testing”? Can we assume that development of the actual recruitment tests are outside the scope of this assignment?	No.  RFP is referring to behavior tests and specific job competencies test that can be developed after correct classification system is developed.  Recruitment tests are outside this scope.
101	C.3.1.2.1	The RFP states that the online job questionnaire is to be housed on the District’s servers. Can we assume that the District will perform any programming required to host the survey and will also be responsible for collecting all respondent information that will be provided to respondents?	
103	C.3.1.3.1	Will the job specifications serve as the job descriptions for the District?	The solicitation does not reference job descriptions.
104	C.3.1.3.1 C.3.1.3.4	Are the job specifications noted in each paragraph the same – standardized job specifications that link to the classification structure?	Yes.
105	C.3.1.3.4	What is embodied in the statement “the Contractor will be responsible for the production of the classification specifications”?	Please see Solicitation Sections C 3.1.4.1.
106	C.3.1.3.5	What is the anticipated review and approval process for	Please see Solicitation Sections C.3.1.3.5, C.3.1.3.6, and F.3.

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

		the draft specifications? Will the LMTF be involved? Will Managers be involved? How much time does the District anticipate for the approval of the draft specifications?	
107	C.3.1.4.2	In order to allocate employees to the appropriate job title and classification, is it expected that a mapping process could occur between existing titles/grades/classifications to new titles/grades/classifications? Or, is the District expecting the allocation process to entail an employee by employee assessment?	See Solicitation Section C.3.1.4.2
108	C.3.1.4.3	Will the classification and appeal policies require negotiation with the union?	No.
110	C.3.1.5.1.2 (e)	Please define in more detail the functionality expected regarding “job matching”.	See previous question on this subject.
111	C.3.1.5.1.2 (k)	Please define in more detail the functionality expected regarding “compensation planning, marketing pricing and job slotting”.	Please refer to academic information on these subjects. DC would like to have the ability for a system to react to market forces and be internally valid.
112	C.3.1.5.1.2 (g) and (i)	Is the District interested in electronically housing both new documentation created as well as current position descriptions?	Interested in maintaining an electronic format of the old PDs
114	C.3.1.5.2.2	In your estimation, is a single bi-monthly meeting expected for this task? If not, how many bi-monthly briefing sessions are expected each month in order to fulfill this task?	Please see Solicitation Section C.3.1.5.2.2.
115	C.3.1.5.4.3 (g)	The Final Report of Findings and Recommendations should include “all documentation used to develop new classification system”. Can you please elaborate on what the District anticipates would be included as part of this task?	Job documentation, job evaluation, job analysis
116	C.3.2.2.2	The District is interested in a total compensation measurement model. In order to manage the required data submission for responding comparators, would the District contemplate excluding certain benefits?	District will rely on the expert advice and recommendations of the contractor
117	C.3.2.3.2	As part of the review of internal equity, is the District interested in a review which includes factors relating to protected classes?	The solicitation requirements concerning Internal Salary Analysis (C.3.2.3.2) do not mention protected classes.

DCBE-2009-R-9696 Amendment 0004  
Attachment G Responses to Questions About the Solicitation

110	H.9.1	This section refers to “Section H.15.8” yet this reference does not exist in the RFP. Is this a typo?	See Amendment 0004, Item No. 28
111	L.1.1 and L.1.3	Will CLIN 001 and CLIN 002 be awarded to the same bidder?	See Amendment 0004, Items No. 33 and 34
112		If an Offeror proposes on both CLIN 001 and CLIN 002, is it possible that the Offeror might be awarded only one of the CLINs?	Yes. Please see Solicitation Section L.1.1 and L.1.3.
113	L.2.1	Box 9 on the first page of the Solicitation states that one original and five (5) copies of the proposal shall be submitted, yet the referenced section states that one original and six (6) copies. Please clarify the number of copies you wish to receive.	See Amendment 0004, Item No. 2.
114		This section states that “six (6) electronic copies of the written proposal” shall be submitted. Is it the District’s intent that the Offeror should submit 6 CDs, each with one Technical Proposal and one Price Proposal file?	Please see Solicitation Section L.2.1
115	.3.1.1.3 and L.3.2.1.3	Item b. requires submission of a list of contracts of similar size and scope along with Contact Person information for each contract. Item d (under CLIN 001) and Item g (under CLIN 002) require “references” from the last 3 completed consultant engagements. Please describe the difference between the information you require for Item b. and the information you require for Items d & g.	Please see Solicitation Sections L.3.1.1.3 d and L.3.2.1.3 g.
116	L.3.1.2, L.3.2.2 and Attachment J.17	This section requires the Offeror to submit the Cost Price Certification and Data Package as part of its Price Proposal. The Cost Summary Table (1.4) in the Data Package requires that the Offeror show the Total Labor Dollars, Fringe Benefits, Overhead Cost, General Administrative, and Profit for each proposed employee. It is understood that this information is to assist the District in establishing price reasonableness. Based on the information requested, it appears that a cost analysis is the method that would be used. Our firm, like many commercial firms, does not have a Cost Accounting	Potential Offerors may provide the information requested in Attachment J.17 in any manner they chose as long as the information provided includes the information requested in Attachment J.17 with the same or equal level of specificity.

DCBE-2009-R-9696 Amendment 0004  
 Attachment G Responses to Questions About the Solicitation

		System, which tracks and is able to provide this type of information. We have been able to work with other clients in the establishment of price reasonableness by providing <i>different</i> information, which makes use of a price analysis methodology as opposed to a cost analysis. A requirement to provide the information requested in Section B can only be fulfilled by offerors whose accounting system captures this type of information, thereby limiting competition. Would the Board consider revising the requirement such that, in lieu of completing Table 1.4, an offeror may propose an alternative method for establishing price reasonableness?	
117	L.3.1.1.4 and L.3.2.1.4	The referenced sections require the same list of Representations, Certifications and other Statements of Offeror. Should the Offeror provide the same documents twice in their price proposal, under each CLIN, or may the Offeror include this information once?	Yes. Please see Solicitation Section L.2.1
118	L.8	This section requires that the Offeror propose “option year prices” for four (4) one-year options. It is our understanding that the resulting contract will be awarded on a Fixed Price basis, not on a Time & Material or Labor Hour basis. Please provide the District’s expectations on how the Offeror should provide pricing for an Option Year. Additionally, other sections within this RFP refer to a single Option Year. Is the Offeror expected to provide Option Year pricing for four (4) Option Years?	See Amendment 0004, Item No. 37
119	M.3.1	Will each CLIN be evaluated separately?	Yes.