

Whatcom County Library System Classification and Compensation Study 2026

List of RFP Inquiries and Responses March 17, 2027

1. We understand WCLS would like to meet a minimum of 4 times throughout the study. Do these meetings need to be in person or can they be virtual?

Response: The meetings can be virtual.

2. Does WCLS want job descriptions updated?

Response: We are not looking for job descriptions to be updated.

3. The Scope of Work under #2 includes a review of the process for classifying new positions and re-classifying existing positions. Does WCLS have written policies/procedures related to this process that you would like the consultant to review and update, or is this a more informal review of WCLS's practices?

Response: We have some unofficial procedures and materials that guide us that we will share with the selected consultant; we would expect this to be an informal review of our practices.

4. The Scope of Work also includes reviewing current job descriptions for all existing job titles and interviewing select employees to understand job duties and responsibilities for uncommon positions. Does WCLS desire the consultant to update any of its job descriptions based on these interviews? If so, do you have an estimate of how many job descriptions may need to be updated? Would WCLS be open to incumbents in those jobs completing questionnaires to ensure the information is captured in writing (in addition to interviews)?

Response: We do not expect the consultant to interview every employee or position, only the ones for whom the job title or duties are unfamiliar to the consultant or whose job description is not clear. A questionnaire in addition to interviews would be optional. We would then ask the consultant to identify any places where feedback from the incumbents shows a mismatch with the job description. We do not expect the consultant to update all of the job descriptions.

5. Regarding the review of the classification structure for internal equity, does WCLS intend that the consultant review the pay relationships and internal equity of its classifications, or did you intend a more in-depth classification study to review and potentially restructure your classification system? A comprehensive classification study would include a representative sample of incumbents in each classification completing questionnaires, interviews with employees, supervisors, and managers, and then using the gathered information to update the classification plan, class structure, and class concepts, and ultimately updating all class descriptions. Is this WCLS's intention?

Response: Our intention is the former, for the consultant to review the pay relationships and internal equity of its classifications. NOT an in-depth classification study or a system restructure as described.

6. In order to capture for-profit businesses in the market survey, we typically use published survey sources since individual private employers will not share their proprietary compensation data with third parties. Is this approach acceptable?

Response: We ask the consultants to consider job postings and other sources for this information, in addition to published survey sources.

7. In addition to bilingual pay, analyzing how other agencies address employees at the far edge of their pay range, and a limited scope analysis of medical benefits offered, would WCLS like to include any other benefits data in the survey for total compensation purposes?

Response: We are primarily interested in medical benefits. Specifically, we would like to know from other employers: hours worked requirement to be medical benefit eligible, spouse and dependents eligibility, medical benefit cost share for employees and/or dependents, percent of total staff eligible for medical benefits.

8. Do you have a determined budget for the study and can you share that with us?

Response: Our budget is \$75,000.