



**QUESTIONS AND ANSWERS FOR REQUEST FOR PROPOSALS FOR
CITYWIDE TOTAL COMPENSATION STUDY**

Posting Date: November 20, 2024

Q1: Is the City comfortable with the study being conducted virtually with no on-site visits other than the one on-site orientation specified in the RFP? If the City anticipates additional on-site visits, how many does the City anticipate?

A: The City expects one on-site orientation will be conducted as specified in the RFP. The rest of the communication and the study shall be conducted virtually.

Q2: Will the City request that the consultant review and provide any recommendations on its current list of comparator agencies for them?

A: No, the City is not looking to review or change the list of comparator agencies.

Q3: Will the City seek the same data points/benefits elements for all employee groups, or will the City request that different data points/benefits elements be collected for represented and unrepresented groups?

A: Different data points/benefits elements will be collected for represented and unrepresented groups.

Data Elements for Elk Grove Police Officers Association (EGPOA) classifications are outlined in Article V.13.D of the EGPOA Memorandum of Understanding (MOU) which can be accessed here: [mou-elk-grove-police-officers-association.pdf](#).

Data Elements for Elk Grove Police Managers' Association classifications (EGPMA) are outlined in Article V.8.D of the EGPMA MOU which can be accessed here: [Memorandum of Understanding between Elk Grove Police Managers' Association and City of Elk Grove](#). Please note that any Holiday in lieu of pay incentives from other agencies are to be accounted for in the base pay when performing the survey for EGPMA.

Citywide Total Compensation Study Request for Proposals

Data Elements for the Unrepresented staff are as follows:

- Classic member formula (informational purposes only)
- Employee Cost Share
- EPMC
- Medicare
- Social Security
- Deferred Compensation
- Other Retirement (if applicable)
- Longevity Pay at 10 years
- Management Incentive Pay (if standard pay for all employees in classification)
- Cafeteria plan contribution and/or health, dental, vision plan contributions
- Other insurance- this primarily included contributions to any RHS plans
- Auto allowance

However, the City, upon consultation with the internal project team and recommendations from the selected Consultant may revise some of the data elements for the Unrepresented staff.

In addition, the survey must include any known COLAs effective July 1, 2025, for all classifications studied throughout the City.

Q4: What level of stakeholder involvement does the City anticipate relative to the selection of benchmark classifications and/or other study elements prior to commencement of data collection? For example, will the City’s internal project team determine study elements, or will input and feedback be sought from employees and other stakeholders prior to beginning data collection?

A: The City will provide the current benchmark and non-benchmark lists to the Consultant along with the differentials established. The City will also provide information on the data elements utilized during the previous study. The data elements for the EGPOA and EGPMMA are defined under the appropriate MOU and are not subject to change. The City will seek input from the Consultant to establish appropriate benchmarks and data elements for the Unrepresented classifications. That input will be discussed with the City’s Executive Team and the benchmarks and data elements will then be finalized and communicated to the Consultant.

Q5: Can you give examples of the type of expert guidance the City expects the consultant to provide directly to employees, and in what format this would be provided (e.g., does the City anticipate that the consultant will have individual one-on-one meetings with employees)?

A: One-on-one meetings might be needed in some very rare instances. However, based on the previous study, we anticipate majority of this communication to be conducted via email. Expert guidance from the Consultant will be needed to answer any questions from the employees regarding the compensation study as the Consultant is collecting the data and establishing appropriate matches. For instance, if an employee is contesting a match, we will need the Consultant to explain why they weren’t matched to that particular classification. Human Resources staff will gather all the questions from the employees and will provide them to the Consultant for review after the review period and the Consultant shall return the responses to Human Resources to relay to the employees.

Citywide Total Compensation Study Request for Proposals

Q6: A three-month timeline for a study of this scope may be unattainable. Is this City open to extending completion of the project to April 2025?

A: Per section V.1.C of the EGPOA MOU and section V.1.B of the EGPMA MOU, the compensation study must be completed by the end of March 2025. Therefore, those must be completed pursuant to the agreed upon language in the respective MOUs.

Q7: After reading the RFP, I want to clarify that we can email our response instead of submitting hard copies. Is that correct?

A: Yes, that is correct.