

**Stanislaus County Office of Education
Child / Family Services Division**

Request for #2010-1 Proposals

For completion of a
Salary/ Fringe Compensation Study
of the
Stanislaus County Office of Education
Head Start, Early Head Start and Migrant/Seasonal Head Start Programs
And
Comparable, Subsidized, Center- Based
Child Development Programs
In the following 7 Counties
Contra Costa
Madera
Merced
San Joaquin
Santa Clara
Santa Cruz
Stanislaus

Proposals are due December 4, 2009 by 5 p.m.

Submit proposals to:

Steven Larson
Stanislaus County Office of Education
Child/Family Services Division
1100 H Street
Modesto, CA 95354

FAX: (209) 238-4217
Email: Selarson@stancoe.org

Stanislaus County Office of Education
Child/Family Services Division (SCOE/CFS)
Salary/ Fringe Compensation Survey

PROJECT TIMELINE AND PROPOSAL SPECIFICATIONS

Project Timeline

December 4, 2009

Written proposals are **due by 5:00 p.m.** to:
Steven Larson
Stanislaus County Office of Education
Child Family Services Division
1100 H Street
Modesto, CA 95354
Email: Selarson@stancoe.org
FAX: (209) 238-4217

Note: Electronic version available

December 15, 2009

Successful bidder will be notified.
**NOTE: The Stanislaus County Office of Education,
Child/Family Services Division retains the right to refuse
all written proposals.**

January 4, 2010

Contract is issued

February 19, 2010

Phase I is due

April 2, 2010

Phase II is due

May 14, 2010

Phase III is due

Required Proposal components

1. Completed Proposal Form (attached)
2. Completed Statement of Experience Form (attached) and resume of firm.
3. Completed Project Schedule (submit page 7)
4. Recommended template/format for Final Report
5. Sample of a Salary/Fringe Compensation Survey previously completed by your firm
(Confidential information may be deleted)

Payment of Fees

Payment will be made in three installments following completion of each phase. An original signed and dated itemized invoice must be submitted after completion of each of the three phases.

Form of Contract

The attached agreement, the RFP document and signed purchase order will be the form of contract for this project.

Stanislaus County Office of Education
Child/Family Services Division (SCOE/CFS)

Salary/ Fringe Compensation Survey

SCOPE OF WORK

Project Scope

Conduct a salary/fringe compensation survey for the Stanislaus County Office of Education -Head Start, Early Head and Migrant/Seasonal Head Start Programs that compares the total compensation packages of Head Start, Early Head and Migrant/Seasonal Head Start Programs staff to the total compensation packages of staff employed by comparable, subsidized center –based child development programs in similar geographic areas. The final report must include:

1. Data for like positions in the following counties: Contra Costa, Madera, Merced, San Joaquin, Santa Clara, Santa Cruz and Stanislaus;
2. An analysis of the percent differences between salary ranges for all positions within each agency included in the survey
3. A comparison of the major differences in the essential functions of similar positions included in the survey.

The data elements to be compared are specified in the Detailed Scope of Work Requirements by Phase beginning on page 5. A minimum of four comparison agencies must be included for each of the seven counties listed above. An eighty percent (80%) match rate to SCOE positions is required. There are approximately ninety different job titles used by the four Stanislaus County Office of Education Head Start, Early Head Start and Migrant/Seasonal Head Start Program and their delegates.

Project deliverables

The project will be completed in three phases.

PHASE I – Due February 19, 2010

Phase I will consist of the following tasks:

1. Gathering information from Head Start, Early Head Start and Migrant/Seasonal Head Start Delegate Director serving the seven counties listed above.
2. Identifying potential, comparison agencies (a minimum of four agencies per county) for each of the seven counties listed above.
3. Developing individual profiles of the identified, potential, comparison agencies.
4. Submitting preliminary results to SCOE for approval.

At the conclusion of Phase I, the Stanislaus County Office of Education, Child/Family Services (SCOE/CFS) Division will have the opportunity to review the preliminary information. At this time, SCOE/CFS has the opportunity to modify the project should it be necessary. Modifications may include changes to functional categories, geographic comparisons, or the addition or deletions of counties included in the survey.

Child/Family Services Division (SCOE/CFS)
Salary/ Fringe Compensation Survey

SCOPE OF WORK CONTINUED

PHASE II – Due April 2, 2010

Phase II will consist of the following task:

1. Gathering information from twenty-eight (28) approved, comparison agencies.
2. Categorizing salary/fringe Compensation data about SCOE staff and comparison agency staff into comparable functions (positions) by geographic area.
3. Comparing the major differences of the essential functions of similar positions included in the survey.
4. Determining minimum, maximum and average compensation by functions and geographic area.
5. Reporting preliminary results to SCOE for approval.

At the conclusion of Phase II, the SCOE/CFS will have the opportunity to review the preliminary results. At this time, SCOE/CFS has the opportunity to modify the project should it be necessary. Modifications may include changes to functional categories, geographic comparisons or the addition or deletion of counties included in the survey.

PHASE III – Due May 14, 2010

Phase III will consist of the following tasks:

1. Analyzing the percent differences between salary ranges for all positions within each agency included in the survey
2. Analyzing and comparing all salary/fringe Compensation data collected by agency, function and geographic area.
3. Preparing and submitting a draft, final report to SCOE for approval.
4. Submitting the final report to SCOE. Forty-five (45) bound copies of the final report and an electronic version are required.

Child/Family Services Division (SCOE/CFS)
Salary/ Fringe Compensation Survey

DETAILED SCOPE OF WORK REQUIREMENTS BY PHASE

Phase I – Due February 19, 2010

1. Collect the following information from the Head Start, Early Head Start and Migrant/Seasonal Head Start Delegate Directors for all Head Start staff employed in the following counties: Contra Costa, Madera, Merced, San Joaquin, Santa Clara, Santa Cruz, and Stanislaus.
 - a. Position title
 - b. Essential functions of the position
 - c. List all certificates, credential
 - d. Is the position certificated or classified (for school districts only)?
 - e. Is the position exempt from receiving overtime pay?
 - f. Is the position considered a management position?
 - g. Is the position part of a collective bargaining unit? If yes, which one?
 - h. Is the position exclusive to the Head Start Program only?
 - i. Salary range including all incremental steps
 - j. Number of hours worked per day
 - k. Number of days worked per year
 - l. Number of months works per year
 - m. List of all fringe Compensation provided (health, vision, dental and life insurance or other) by position
 - n. Cost of employer paid benefits by position
 - o. Type of retirement benefits offered by position
 - p. Cost of employer paid retirement benefits (% of salary) by position
 - q. Contact information for other local, child development agencies that may be appropriate for inclusion in this survey.

2. Develop profiles of agencies that offer subsidized, center-based child development services to children from birth to age 6 that are considered appropriate for inclusion in the salary/fringe compensation survey. A minimum of four agencies per county is required. Each agency profile must include the following information:
 - a. Agency information including name, address, county and Website address (if applicable)
 - b. Agency type (i.e. school district or private, non-profit)
 - c. Brief summary of the overall agency mission
 - d. Director information including name, title, telephone number, fax number and email address
 - e. Name of specific subsidized, center-based child development programs that are provided and that are comparable to the Head Start Programs
 - f. Source of funding by program type
 - g. Number of children served by program type
 - h. Ages of children served by program type

Child/Family Services Division (SCOE/CFS)
Salary/ Fringe Compensation Survey

DETAILED SCOPE OF WORK REQUIREMENTS BY PHASE CONTINUED

Phase II – Due April 2, 2010

1. Collect and compile the following information from the approved, comparison agencies for all staff employed in like positions in subsidized, center-based child development programs in the following counties: Contra Costa, Madera, Merced, San Joaquin, Santa Clara, Santa Cruz and Stanislaus
 - a. Position title
 - b. Essential functions of the position
 - c. List all certificates, credentials or permits **required** for each position
 - d. Is the position certificated or classified (for school districts only)?
 - e. Is the position exempt from receiving overtime pay?
 - f. Is the position considered a management position?
 - g. Is the position part of a collective bargaining unit? If yes, which one?
 - h. Is the position exclusive to the Head Start Program only?
 - i. Salary range including all incremental steps
 - j. Number of hours worked per day
 - k. Number of days worked per year
 - l. Number of months worked per year
 - m. List of all fringe benefits provide (health, vision, dental and life insurance or other) by position
 - n. Cost of employer paid benefits by position
 - o. Type of retirement benefits offered by position
 - p. Cost of employer paid retirement benefits (% of salary) by position
2. Comparison of the major differences of the essential functions of similar position included in survey.
3. Meet with SCOE/CFS Director to provide a status report and clarify the format and components of the final report. This meeting is to be scheduled by December 7, 2009.

Phase III – Draft Final Report Due – May 14, 2010 & Final Report Due – May 20, 2010

1. Analyze the percent differences between salary ranges for all positions within each agency included in the survey.
2. Prepare a draft salary/compensation benefit survey report that compares the total compensation packages of Head Start staff to the total compensation packages of staff employed by comparable, subsidized, center-based child development programs in similar geographic areas. The report will include data for like positions in the following counties: Contra Costa, Madera, Merced, San Joaquin, Santa Clara, Santa Cruz and Stanislaus. The data elements to be compared are detailed in the Phase I and Phase II requirement listed previously. An eighty percent (80%) match to SCOE positions is required. Submit draft, Final report to SCOE for approval.
3. Prepare and submit the final salary/fringe compensation survey report. Forty-five(45) bound copies of the final report and an electronic version required.

Stanislaus County Office of Education
 Child/Family Services Division (SCOE/CFS)
 Salary/ Fringe Compensation Survey

PROJECT SCHEDULE

Phase/ Task#	Required Task	Due Date	Estimated Number of Hours Needed to Complete Task
I-1	Receive contract from the SCOE/CFS	Jan 4, 2010	N/A
I-2	Obtain contact information for the CCMSHS Delegate Directors serving 7 counties from the Stanislaus County Office of Education Child/Family Services Division(SCOE/CFS)	Jan 15, 2010	
I-3	Contact CCMSHS Delegate Directors to obtain Required information about all Migrant/Seasonal Head Start Program staff(see Phase I requirements)	Jan 22,2010	
I-4	Identify potential agencies to be used as the Comparison groups in the following counties: Contra Costa, Madera, Merced, San Joaquin, Santa Clara, Santa Cruz and Stanislaus(minimum of 4 Agencies per county) (see Phase I requirements)	Jan 29, 2010	
I-5	Contact potential, comparison agencies to determine if programs are appropriate for inclusion in the survey (see Phase I requirements)	Jan 29, 2010	
I-6	Develop profiles of each appropriate, potential comparison agency (see Phase I requirements)	Feb 3, 2010	
I-7	Submit profiles of appropriate, potential comparison agency to SCOE/CFS for approval	Feb 19, 2010	
II-1	Obtain required information from 28 approved comparison agencies (see Phase II requirements)	March 5, 2010	
II-2	Submit required information from comparison agencies to SCOE/CFS for approval (see Phase II requirement)	March 19, 2010	
II-3	Meet with SCOE/ CFS Director to report on status of project and clarify the format and components of the final report	April 2, 2010	
III-1	Draft final report (see Phase III requirements)	April 23, 2010	
III-2	Submit draft, final report to SCOE/CFS Director for review and response	April 30, 2010	
III-3	Receive edited draft, Final report from SCOE/CFS	May 10, 2010	
III-4	Finalized report based on SCOE/CFS response to draft, final report	May 14,2010	
III-5	Submit final report (45 bound copies) and electronic version to SCOE/CFS	May 20, 2010	

TOTAL # ESTIMATED HOURS TO COMPLETE SURVEY

Stanislaus County Office of Education

PROPOSAL FORM
TO DO CERTAIN WORK FOR
Stanislaus County Office of Education

PROPOSAL #2010-1

Proposals will be received until 5:00 pm on Friday, November 18, 2009 at the Stanislaus County Office of Education, Child Family Services Division, 1100 H Street, Modesto, CA 95354.

Total brief narrative description of the project as understood by the bidder:

Required Attachment: Recommended template/format for Final Report

Name and qualifications of staff that will be assigned to work on this project:

NAMES

QUALIFICATIONS

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Child/Family Services Division (SCOE/CFS)
Salary/ Fringe Compensation Survey

In compliance with your request for proposal and in strict accordance with the plans and specifications, the undersigned hereby proposes to furnish all labor, materials, equipment and travel necessary to complete a Salary/Fringe Compensation Survey of the Stanislaus County Office of Education -Head Start, Early Head and Migrant/Seasonal Head Start Programs that compares the total compensation packages of Head Start, Early Head and Migrant/Seasonal Head Start Programs staff to the total compensation packages of staff employed by comparable, subsidized center –based child development programs in similar geographic areas for the following sum:

Total Base Proposal Price \$ _____

All applicable taxes are included in the Base Proposal Price.

All proposals shall be clearly and distinctly written and submitted **WITHOUT ERASURES OR INTERLINEATIONS.**

The undersigned has carefully examined the location of the proposed work and is familiar with the project specifications for this project prepared and furnished by the Stanislaus County Office of Education (SCOE) and acknowledges their sufficiency. These project specifications are provided primarily as a guide to the nature and scope of the work and are not to be construed as limiting the responsibility to bid upon a proper and complete survey analysis.

The undersigned has checked carefully all of the enclosed figures and understands that SCOE will not be responsible for any errors or omissions on the part of the undersigned in the making up this proposal and that all proposals may be held for not more than sixty (60) days.

It is understood and agreed that all work to be performed under this Proposal shall be completed by March 10, 2010, per the attached Project Schedule. (If a Corporation, the Proposal must be signed by the President and the Secretary or other duly authorized officials.)

Agency Name

Address

Telephone

Fax

Signature/Title

Email Address

Signature/Title

Email Address

STATEMENT OF EXPERIENCE FORM

Stanislaus County Office of Education

Proposal No: 2010-1

1. Name of Firm: _____

2. Address of Firm: _____

3. Telephone: _____ Age of Firm: _____

Fax: _____ License: _____

4. Officers or Principals of Firm:

NAME	ADDRESS	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Have you ever failed to complete any work awarded to you? _____

If so, note when, where and why: _____

6. Experience record of key staff:

NAME	POSITION	YEARS OF EXP.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Child/Family Services Division (SCOE/CFS)
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7. Firm Experience (include firm resume as attachment):

Summary of experience completing similar projects in the field of child development:

Required Attachment: Sample of a Salary/Fringe Compensation Survey previously completed by your firm (confidential information may be deleted).

8. References including contact information (3 minimum)

Name of Contact _____
Company _____
Project Description _____
Phone # _____
Email _____

Name of Contact _____
Company _____
Project Description _____
Phone # _____
Email _____

Name of Contact _____
Company _____
Project Description _____
Phone # _____
Email _____

I, (name) _____, declare that as (title) _____
of (company) _____, I am verifying the Statement of Experience and I
have read such statement and know the contents thereof.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature

Date