

September 21, 2023

REQUEST FOR INFORMATION (RFI) 23-1400

Class and Compensation Restructure

INTRODUCTION

The Washington State Office of Financial Management is in the process of developing specifications for Job Measurement Tool/System and is requesting information from the vendor community. The State intends to contract for these services.

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

- Job Evaluation/Job Measurement
- Market Analysis
- Compensation Structure Design
- Pay Equity Service
- Compensation and Classification Studies

BACKGROUND

OFM State Human Resources is responsible for maintaining the classification and compensation structures for the states' general government and higher education workforce (excludes K-12). State HR is seeking to gather information regarding a job measurement system that may be utilized to move the current classification system to a more cohesive system.

There are currently several methodologies in place to classify Washington state government positions and the state is reviewing the feasibility of modernizing and simplifying our job evaluation tool(s) to apply to the breadth and depth of the statewide classification system. Washington's classification and compensation system for state government employment consists of four different job classification structures. They are:

Group 1: State government officials, agency head and board/commission positions – 70 positions. Job evaluations would be based on detailed position description forms. Positions are at-will and exempt from civil service; they are either appointed by the governor and/or their salary is set by the governor based on OFM State HR's recommendations from a biennial study which includes job evaluations and an in-depth market review of state and local government peer positions. This biennial study is outlined in statute [RCW 43.03.028](#).

[State Officials' Salary Structure](#)

[State Officials' Salary Administration](#)

Group 2: Executive management positions – Approx. 800 jobs/titles, and 1,250 positions. Job evaluations would be based on detailed position description forms.

Positions are at-will and exempt from Washington State government civil service employment rules. Although most jobs are executive level within our state agency organizations, there are many jobs in this grouping that are at-will by statute and considered non-managers.

[Executive Management Service compensation](#)

[Exempt Executive Management Listing](#)

Group 3: Classified management positions – approximately 5,100 positions. Job evaluations would be based on detailed position description forms.

[Washington Management Service compensation](#)

Group 4: Classified general service positions – approximately 1,500 classifications. Job evaluations would be based on job class specifications which is an outline of the job definition, distinguishing characteristic further differentiating between levels of jobs within a job class series, and knowledge, skills and qualifications for the job.

[Classified Job Listing](#)

PURPOSE

The purpose of this Request for Information (RFI) is to gather information regarding job evaluation tools and methods available that are designed to measure and value work for diverse functions and levels of work found in Washington State government positions. Through this RFI, State HR is seeking to understand the viability of a vendor's job measurement tool.

Overall objectives of the RFI:

1. Gather sufficient information to determine whether a Request for Proposal (RFP) or Request for Qualifications and Quotations (RFQQ) is appropriate and potentially work to be completed and requirements.
2. Understand costs and implementation timelines associated with this proposal.

Information Sought:

- A. How long has your job evaluation tool/system been in use?
- B. Is the tool automated on a technology platform?
 - i. Is the tool/system Cloud based? If so, is your Cloud storage based in the continental United States?
 - ii. What Security Framework does your company use: NIST CSF, NIST 800-53 (series) or other security framework?
- C. Can the tool/system be customized?
- D. Has your tool/system been assessed and tested for bias as well as promoting salary equity?
- E. Government has extensive transparency and public disclosure requirements. Are there limitations on what can be shared about your tool/system?
- F. How can the tool/system be used in market analysis?
 - i. What market data sources do you use?
- G. What functions, specialties or levels within an organization is this tool/system not strong or not as strong?

- H. Can the tool/system be provided for state employees use for conducting job evaluations/measurements independently (aside from initial training) from the Vendor?
- I. How much does the tool/system cost? Include details on all that apply including any:
 - i. Implementation costs,
 - ii. Per-user cost,
 - iii. Annual fees,
 - iv. Equipment/hardware costs
 - v. Limitations on number of jobs on which the tool can be used,
 - vi. Limitations on number of employees the tool can be used,
 - vii. Customization/upgrade costs,
 - viii. Training requirements.
- J. Do you offer a compensation design service based on the job evaluation results? Please provide details and methodology.
- K. Do you offer a pay equity service? Please provide details including methodology.
- L. Would you please provide a sample project plan?

RFI CONTACT

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RFI TIMELINE

Posted to WEBS 9/21/2023
Vendor review by 10/3/2023
Vendor questions due by 5:00pm PST on 10/3/2023
RFI Amendments based on Q&A posted to WEBS by 10/10/2023
Final Capability Statements due by 5:00pm PST on 10/25/2023

PUBLIC RECORDS

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

NO OBLIGATION TO CONTRACT

This RFI will not result in the award of a contract.

TO SUMMARIZE

The State of Washington appreciates your thoughts and input and would also welcome any additional thoughts and comments related to this commodity.