

RFP-2025-001 CLASSIFICATION & COMPENSATION
STUDY
QUESTIONS & ANSWERS

1. In the RFP, on page 12, under Service 1: Classification Study, you request that we develop additional data collection instrument(s) such as questionnaires, staff interviews, job audits, etc. As described in our proposal, we generally use a Position Analysis Questionnaire (PAQ), which, when completed, generates a position profile that help employees, supervisors, managers and human resources professionals develop job descriptions for each title. Will these PAQs suffice for this requirement? **Yes, the Position Analysis Questionnaires (PAQs) described in your proposal will meet the requirements outlined in the RFP under Service 1: Classification Study. These PAQs, which generate position profiles to assist in developing job descriptions, align with our expectations for data collection instruments.**
2. In addition to the market survey, is PGCMLS interested in a survey of employee benefits? **No, PGCMLS is not seeking a survey of employee benefits in addition to the market survey.**
3. It seems that PGCMLS would like to be able to maintain the new classification system on its own. Would PGCMLS be open to a reasonably priced software subscription to accomplish this? **No, PGCMLS is not open to a software subscription for maintaining the new classification system.**
4. Is the June 30, 2025 deadline firm? **The June 30, 2025, deadline is a proposed date. However, we understand that it may be necessary to extend this timeline to ensure a comprehensive study is completed and all deliverables are met.**
5. For both the classification study and the compensation study, the RFP indicates that there should be a review of comparable positions in comparator jurisdictions (Washington, D.C., Montgomery County, MD, Anne Arundel County, MD, Howard County, MD, Baltimore County, MD, Alexandria City, VA, Fairfax County, VA, Arlington County, VA). Do you have the classification systems and compensation data from these jurisdictions on hand, and/or is the data is readily available? Should the consultants be prepared to track this down? **The consultant should be prepared to gather the classification systems and compensation data from the specified comparator jurisdictions, as this information is not currently on hand.**
6. In the Scope of Work, the RFP says, “develop additional data collection instrument(s) such as questionnaires, staff interviews, job audits, etc.” For this type of request, we use Position Analysis Questionnaires (PAQs) for each job (not incumbent). Once entered into our software, we can create Job Profiles for each title. From these Job Profiles, job descriptions can be updated in PGCMLS’ format. Is this acceptable to fulfill the requirement to have “position descriptions and/or classification specifications” revised as needed? **Yes, the use of Position Analysis Questionnaires (PAQs) to create job profiles is acceptable to fulfill the requirement.**
7. We also see that you request “a special review of the work assigned to the Library Associate and Librarian/Public Services Specialist job classes.” Could you please describe more fully what you expect in terms of a final deliverable on this? **The final deliverable for the special review of**

RFP-2025-001 CLASSIFICATION & COMPENSATION STUDY QUESTIONS & ANSWERS

the Library Associate and Librarian/Public Services Specialist job classes should include the following:

Recommendations on Duties: Provide recommendations to differentiate the duties of the two positions. Include an evaluation of minimum requirements for each position. Currently, the roles perform similar work but are classified under different grades.

Evaluation of Assigned Work: Assess the differences in assigned work, evaluate the value of these differences in terms of job evaluation, and recommend appropriate grade and salary assignments.

Comparator Jurisdiction Analysis: Conduct an analysis of how comparator jurisdictions structure the work of Library Associates and Librarians/Public Services Specialists.

This comprehensive review should address both internal alignment and external market comparisons to provide actionable insights for structuring these roles.

8. Also regarding the special review, would we have access to the data that would allow us to be able to respond, or does PGCMLS expect us to collect this data as part of our survey? **PGCMLS will share information and data that provide the history of the current situation. However, the consultant is expected to collect additional data as part of the survey to complete the special review.**
9. In addition to the custom survey of “Comparator Jurisdictions”, would PGCMLS consider allowing the consultant to supplement with additional survey sources? **No, PGCMLS will not allow the use of additional survey sources. This classification and compensation study is being conducted in accordance with our Collective Bargaining Agreement (CBA), which specifies the comparator jurisdictions that must be used.**
10. Is it PGCMLS’s intent that the consultant responsibilities listed in Service 1 and Service 2 described in the Scope of Work be done in the order listed? Or can they be re-ordered or run concurrently as long as the required deliverables are achieved? **The consultant can recommend the best plan of action to complete the deliverables. The scope of work does not need to be completed in the order listed.**
11. Will PBCMLS be requiring an Intermediate Sanctions review and opinion on compensation paid to its executives as part of this study? **No, PGCMLS will not be requiring an Intermediate Sanctions review and opinion on compensation paid to its executives as part of this study.**
12. Will PBCMLS be requiring the consultant to be physically present for any presentations? Or will it be acceptable for presentations to be conducted remotely? **Presentations can be conducted remotely. There is no requirement for the consultant to be physically present.**