

ATTACHMENT 13 TECHNICAL PROPOSAL TEMPLATE

Questionnaire

Instructions: Please provide a detailed response to the items below. Any incomplete technical proposal lacking a detailed response may be deemed non-responsive. **Please attach a separate sheet with your responses and reference the organization and numbering of all questions (e.g. Question 1 Response..., Question 2 Response...)**

1. Describe your methodology for conducting a comparative job classification analysis. Include the factors, criteria, and sources of information you would evaluate.
2. Describe how you would evaluate the actual duties and responsibilities performed by employees in each classification, including how you would distinguish substantive differences from incidental or administrative differences.
3. Explain how you would evaluate the level of responsibility, complexity, decision-making authority, supervision, knowledge, skills, abilities, education, experience, and other qualification requirements associated with each classification.
4. Describe how you would identify and assess similarities, differences, overlaps, and distinctions between the two classifications and how those findings would factor into your determination.
5. Describe how you would ensure that your analysis is objective, consistent, and supported by documented evidence. Explain how you would address conflicting information between classification specifications, organizational documents, and the actual work being performed.
6. Describe your experience conducting job classification and compensation studies. Provide examples of relevant projects completed within the past five years.
7. Provide an example of a project where you compared existing classifications to determine whether classifications were appropriately distinguished, substantially similar, overlapping, or otherwise required modification or alignment. Describe the analysis performed and the resulting recommendation.

8. Describe your proposed approach and work plan for completing the study, including anticipated activities, information needed from the Court, stakeholder involvement, and major project milestones.
9. Describe the methods you would use to gather and validate information regarding the actual work performed by employees in the selected classifications.
10. Describe the final deliverables you would provide to the Court. Explain how your findings and recommendations would be presented so that Court management can clearly understand the basis for your conclusions.
11. Describe your experience in conducting classification and compensation studies involving IT positions.