



May 9, 2025

TO: ALL BIDDERS

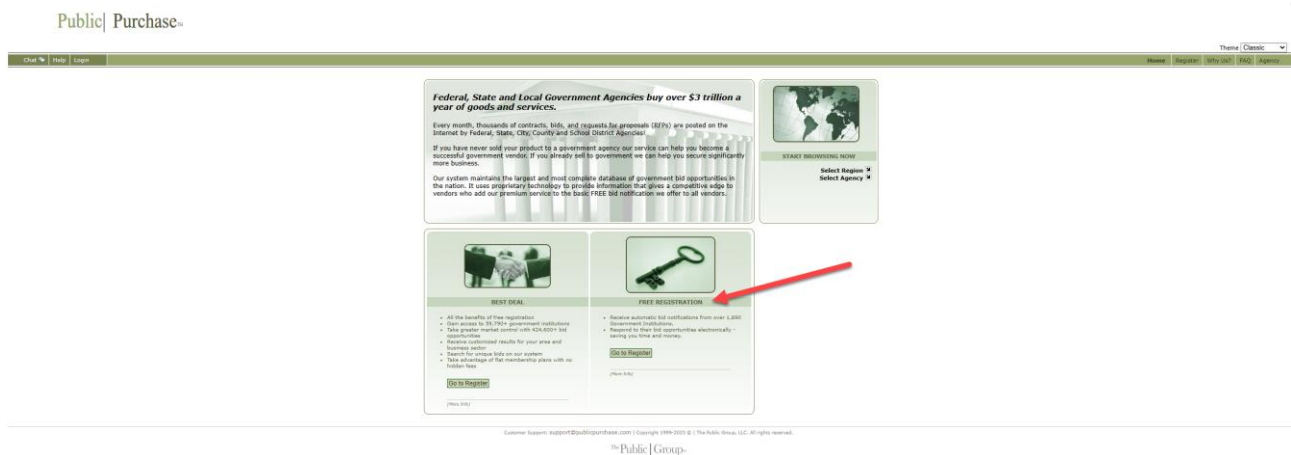
RE: JOB DESCRIPTION REVIEW CONSULTANT FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTERS 246, 336 & 617 AND THE KERN COMMUNITY COLLEGE DISTRICT RFQu #DO250630

Addendum #1 is hereby expressly incorporated and made part of the Job Description Review Consultant for California School Employees Association Chapters 246, 336 & 617 and the Kern Community College District RFQu #DO250630, qualification submission deadline no later than 2:00 p.m. PST, Monday, June 30, 2025.

ADDENDUM 1

Clarifications and Modifications to the RFQu:

1. A copy of the **RFQu-Request for Qualifications** and related documents have been uploaded to the Public Purchase website at www.publicpurchase.com and the Kern Community College District website at <https://www.kccd.edu/business-services/rfps-bids.html>.
2. Submit questions and responses electronically through the Public Purchase website at www.publicpurchase.com. Public Purchase is our bid platform, which is free registration for bidders to view, access, and response to the RFQu.



Answers to bidder questions:



- Q1.** The scope of work of this RFQu is primarily focused on job description updates. However, in the “Job Description Review Objectives” section (Section IV, top of page 4), the second bullet references recommendations for revisions to all elements of job descriptions and salaries, if necessary.
- Does the scope of work include a salary survey?
 - If so, does the District wish to conduct a market survey?
 - Does the District already have an established list of agencies to survey?
 - Would this include base salaries only or benefits as well for total compensation purposes?

Answer: The consultant may be asked to recommend salary grade placement for a newly developed job description based on internal alignment with other positions. However, there is no requirement in the scope of work for the vendor to conduct a market-based salary survey or analysis. Similarly, no analysis of total compensation (including benefits) is required, nor is there a need to provide a comparative review of California Community College Districts or to use an established district list for external benchmarking.

- Q2.** Please provide an allocation report for the 105 unique job classifications that shows the number of positions/incumbents allocated to each.

Answer: This information is not readily available and is not relevant to the job classification review being requested. No analysis is required to confirm whether individual employees are performing work within their current job descriptions as part of this RFQu.

- Q3.** Does the District have an estimate of how many hours of consultant support may be needed during District and CSEA negotiations to clarify or explain recommendations?

Answer: The consultant will be invited to present an overview of their findings and recommendations to the negotiations team. Additionally, the negotiation team may request the consultant’s input regarding specific job description classifications. These meetings can be accommodated via electronic conferencing, and the required time commitment will be determined based on the needs of the negotiations team.

- Q4.** Does the District have a current policy regarding job description review, or would the consultant be expected to develop a completely new policy?

Answer: The District is seeking a completely new process or best practice recommendation for future job description reviews. The consultant is expected to propose and help develop a new policy to guide this work going forward.

All other specifications remain unchanged.

BY: Purchasing & Contracts
Kern Community College District
Phone: 661-336-5100
Email: purchasing@kccd.edu



ACCEPTANCE OF ADDENDUM #1 TO RFQu #DO250630

I _____, officer for _____
Name & Title *Company*

hereby accept and agree to Addendum #1 to the Job Description Review Consultant for California School Employees Association Chapters 246, 336 & 617 and the Kern Community College District RFQu #DO250630 and agree to provide the additional requested information in the Addendum.

Signature of Bidder _____ Date _____

Upon signing, the aforementioned addendum is immediately incorporated into the RFQu and service providers response to RFQu.

Submit one (1) signed copy of this Addendum acceptance to:

Kern Community College District
Purchasing & Contracts Department
2100 Chester Avenue
Bakersfield, CA 93301

Email: purchasing@kccd.edu

Mark subject line/envelope: RFQu Addendum #1 Acceptance

If the addendum as presented is unacceptable, please advise KCCD of your rejection of the addendum in writing with reasons, to the address above or by email to purchasing@kccd.edu