



June 2, 2025

TO: ALL BIDDERS

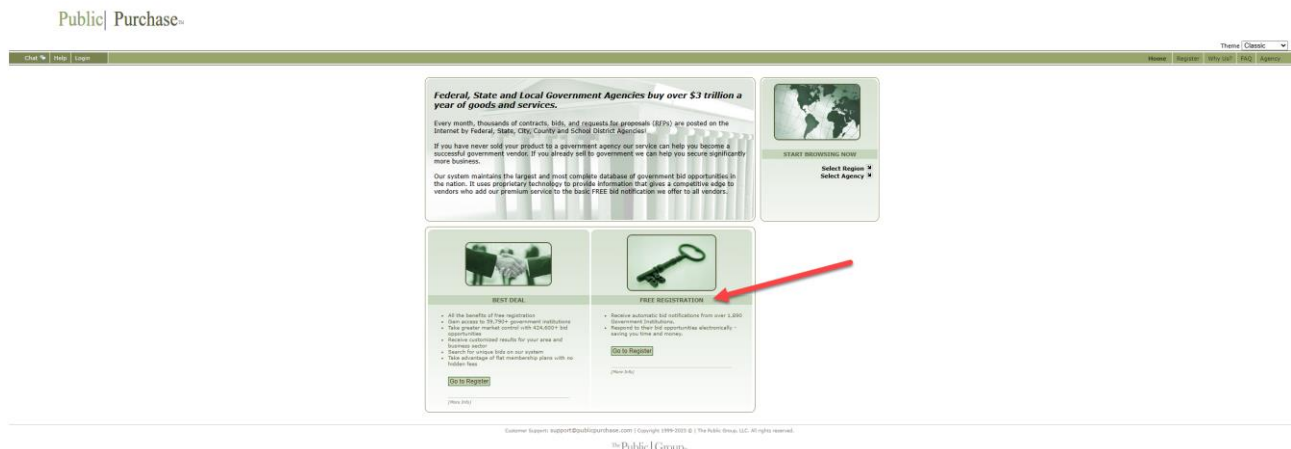
RE: JOB DESCRIPTION REVIEW CONSULTANT FOR CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTERS 246, 336 & 617 AND THE KERN COMMUNITY COLLEGE DISTRICT RFQu #DO250630

Addendum #2 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, qualifications submission deadline no later than 2:00 p.m. PST, Monday, June 30, 2025.

ADDENDUM 2

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. Deadline for Proposer Questions is June 5, 2025 at 12:00 p.m.
3. 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.** How many formal presentations are expected as part of this study, and to which stakeholder groups?

Answer: Up to three formal presentations will be required, conducted via Zoom. Additionally, there may be an opportunity for up to four site visits, if mutually agreed upon, to facilitate the Job Description Review process. Key stakeholders include the Job Description Review Committee, Collective Bargaining Team, classified unit members, and representatives from Human Resources and/or the District.

- Q2.** What are the desired references for this project, and how many are required?

Answer: A minimum of three (3) references is required. References should specifically attest to the consultant's experience and ability to recommend or develop job classifications within an educational setting.

- Q3.** What is the agency's budget for this project? Is there a maximum contract amount?

Answer: No specific budget or contract maximum has been identified for this project.

- Q4.** How many classifications and job families are included in this study? How many class series are there?

Answer: All classified unit classifications included in the study can be found here: [Classified Job Descriptions](#). Information regarding class series is also provided at this link. Please note: Job family data at this time is considered inaccurate and not up to date.

- Q5.** Are the class specifications (job descriptions) in poor, fair, or excellent condition? When were the job descriptions last updated?

Answer: The condition of class specifications is subjective and may vary among administrators, union representative leadership and employees. Both the District and Union have recognized the need to review and update job descriptions. The Job Description Review Committee has compiled recommendations for improvements, which will be provided to the consultant selected for this project. A classification study and review of job descriptions were last conducted in fiscal years 2013-2014 and 2014-2015.

- Q6.** Does the agency have an existing classification specification template? If so, may we access it?

Answer: Yes. All current classified job descriptions are available at the publicly accessible link: [Classified Job Descriptions](#).



Q7. Is a physical requirements review part of this study?

Answer: A review of physical standards that align with industry best practices is required; however, there is no need to inquire about or validate individual unit members' ability to meet those standards.

Q8. Has the agency identified the number of incumbent/supervisor orientations needed, or is a vendor recommendation sought?

Answer: The District has not set a specific number of orientations. The District will collaborate with the selected consultant to determine the most effective approach.

Q9. Can the agency provide the number of single-incumbent versus multiple-incumbent positions included in the study? How many supervisors/managers are included?

Answer: Single-incumbent classifications are rare; most positions are shared among employees across the District's three colleges and District Office operations. No supervisor or manager classifications are included in this study.

Q10. Can the agency provide documentation on its classification philosophy? Will you share sample job descriptions and the organizational chart?

Answer: There is no formal classification philosophy. However, organizational charts are available for each department. An example of the District's Human Resources operation is located here: [Organizational Chart](#). An example of District Business Services is located here: [Organizational Chart](#). An example of at Bakersfield College is located here: [Organizational Chart](#). Sample job descriptions can be accessed through the link provided in response to Question 5.

Q11. When was the last classification study conducted?

Answer: The last classification study was completed during Fiscal Year 2013-2014

All other specifications remain unchanged.

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



ACCEPTANCE OF ADDENDUM #2 TO RFQu #DO250630

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

hereby accept and agree to Addendum #2 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 #2 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