May 1, 2025

Re: **Request for Qualifications – Job Description Review Consultant**

The Kern Community College District invites your company to submit qualifications for the Job Description Review Consultant needs for the District.

Key dates associated with this Request for Qualifications include:

Deadline for Proposer Questions	June 5, 2025, at 12:00 p.m.
RFQu Submission Deadline	June 30, 2025, at 2:00 p.m.

General Information and Specifications may be obtained at www.publicpurchase.com and the Kern Community College District Procurement webpage.

If you have any questions relating to this Request for Qualifications offering or would like an electronic copy of the Request for Qualifications emailed to you, please contact the Purchasing & Contracts Department at purchasing@kccd.edu.

Best wishes,

Purchasing & Contracts Department

Dear Vendor,

The Kern Community College District Purchasing Department uses an online bid management system called Public Purchase. In order to begin, or continue to, receive bid notifications as a current vendor you must register with this new system. If you would like to do business with our District please complete the registration process detailed below.

INSTRUCTIONS

1. *Register with Public Purchase:*
   Use the link below to begin the registration process. *It can take up to 24 hours for your account to become active.* You will receive an email from notices@publicpurchase.com letting you know your account is activated. Be sure and add this email address to your contacts to avoid the bid notification emails being sent to your junk folder.

   https://www.publicpurchase.com/gems/register/vendor/register

   If you have already registered with Public Purchase previously please proceed directly to step 2.

2. *Register with Kern Community College District:*
   A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.

   B. Then click on the link below to start your registration process with the Kern Community College District. Begin by selecting the NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

   http://www.publicpurchase.com/gems/kccd,ca/buyer/public/home

   C. If, for any reason, the link below fails, you can follow the following procedure to complete the registration process:

   Use the Public Purchase link in Step 1 and log in. Then click "Select Region," and "Select Agency." After selecting **Kern Community College District**, click on the "Register with **Kern Community College District**" on the right hand side of the **Kern Community College District** logo

It is important that this second part of the registration is complete, or you will not receive notifications of upcoming quote opportunities from the Kern Community College District. It is your responsibility to keep the information up to date, particularly the contacts and email addresses.

Why the switch?
Using this service will make the quoting process easier for us and our suppliers. The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors.

Benefits to Us
This eProcurement system is compliant with all Federal and State regulations, which determine the required procedures for Government Agency purchasing practices. This service will also create an up-to-date vendor

database, which will be hosted on Public Purchase's servers and will allow suppliers to easily update and change their information as needed.

Benefits to You?

This eProcurement system will create a single location in which to view open Requests for Quotation and award information for previous RFQ's issued through the Public Purchase website. This system will also provide you with automatic notification and transmitting bid solicitations to vendors. In addition, Public Purchase gives you access to bid opportunities with other government entities. *All of this is provided at no charge to you.*

If you need any assistance with this process, please contact Public Purchase at support@publicpurchase.com. Or use their Live Chat during business hours. It can be found in the upper left corner of the web site.

Thank you for participating in the Kern Community College District vendor registration process.

Sincerely,

Purchasing & Contracts Department

REQUEST FOR QUALIFICATIONS # DO250630

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

QUALIFICATIONS SUBMISSION DEADLINE

Qualifications submitted by: 2:00 p.m. (Pacific Standard Time)
Date: June 30, 2025

Qualifications must be received by the due date and time to be considered.

Delivered to: Kern Community College District
2100 Chester Avenue
Bakersfield, California 93301
Attention: purchasing@kccd.edu

I. INTRODUCTION

The Kern Community College District (KCCD) is soliciting requests for qualifications from qualified consulting firms to undertake a comprehensive **Job Description Review** for the District. This review will encompass job descriptions for Classified School Employees Association (CSEA) staff members who provide vital services to the District.
The primary objective of this review is to assess, evaluate, and recommend updates to job descriptions and salaries, if necessary**,** to ensure their compliance with current educational, vocational, and technological standards, as well as to establish consistency and accuracy across job descriptions.

II. KERN COMMUNITY COLLEGE DISTRICT OVERVIEW

Kern Community College District services communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono and San Bernardino counties through the programs of Bakersfield College, Cerro Coso Community College, and Porterville College.

KCCD is geographically one of the largest community college districts in the United States, serving 30,000 students. Our students represent a diversity of religions, economic backgrounds, sexual orientations, abilities, and ethnicities.

While the Kern Community College District was established as a separate entity in 1968 to respond to the changing needs of our communities, education services have been provided to residents for many years at Bakersfield College since 1913; at Porterville College since 1927; and in the Ridgecrest area since 1951 by what is now Cerro Coso Community College. All three colleges are proud members of the California Community College System and are accredited by the Western Association of Schools and Colleges.

Today, education centers and sites in Delano, downtown Bakersfield, the Mammoth/Bishop area, Edwards Air Force, and the Kern River Valley offer additional convenient, localized instruction for thousands of residents. KCCD's commitment to distance learning and other technological advances is creating increasing opportunities for education to individuals across our broad service area and beyond.

A. Bakersfield College

Established in 1913, Bakersfield College is one of the nation's oldest continually operating community colleges. The college serves 33,000 students annually on the 153-acre main campus in northeast Bakersfield, at the Delano Campus 35 miles north of Bakersfield, the Weill Institute in downtown Bakersfield, and BC Southwest in southwest Bakersfield. We also offer classes at several alternative locations, including Shafter Learning Center 18 miles northwest of Bakersfield, Arvin/Lamont, McFarland, Olive Drive Training Facility in northwest Bakersfield, Wasco, and other community locations.

Our students are diverse and represent the communities we serve, with BC holding designation as a Hispanic Serving Institution. You can see details about our student population on the BC Scorecard.

Classes are offered on a traditional 16-week semester calendar as well as in a variety of non-traditional scheduling options: evenings, weekends, short-term vocational programs and online.

B. Porterville College

Porterville College is located at 100 East College Avenue, Porterville, California, at the base of the scenic High Sierra Mountain Range in southeastern Tulare County.

The population of the Porterville urban area is approximately 54,000 persons and that of the surrounding service area is 90,000 persons. Porterville is the gateway to a vast mountain wonderland and recreational area. It is within three hours commuting time to the seashores of the Pacific or to the metropolitan Los Angeles area.

Porterville College is the northernmost college in the Kern Community College District, which serves an area of some 24,000 square miles in all or portions of Kern, Tulare, Inyo, and San Bernardino Counties.

C. Cerro Coso Community College

Cerro Coso Community College is one of three colleges in the Kern Community College District. The College is charged with the responsibility of providing educational opportunities for the widely separated desert, mountain, and valley communities within a sweeping 18,000 square mile, four county, region of eastern California.

Cerro Coso's service area includes a population base of just over 85,000 individuals. The College officially opened in the fall of 1973.

Cerro Coso, as an institution, has a long history of valuing students as individuals with unique capabilities and needs and a teaching-learning process that motivates students towards excellence.

III. JOB DESCRIPTION REVIEW BACKGROUND

This job descriptions review is intended to address the job description of approximately 575 employees currently assigned to various positions across the three KCCD Colleges and the District Office. The fundamental goal of this review is to comprehensively analyze all existing job descriptions and develop recommendations that will be subject to negotiation between the District and the CSEA bargaining unit.

Given the advancements in educational, vocational, and technological work environments, it is essential to assess and update job descriptions to reflect these changes. A preliminary review of the District's job descriptions has already been conducted by the **Job Description Review Committee,** and the findings from this review will be made available to the selected consulting firm as a reference for their work.

IV. JOB DESCRIPTION REVIEW OBJECTIVES

The following objectives are critical to the success of the review:
1. **Review and Amend Job Descriptions**
   Evaluate job description specifications for approximately 575 CSEA-affiliated employees, encompassing 105 unique job descriptions.
2. **Recommend Improvements**
   Develop recommendations for revisions to all elements of job descriptions and salaries, if necessary, within the District's inventory.
3. **Ensure Accuracy, Currency, and Consistency**
   - **Accuracy**: Ensure job descriptions accurately encapsulate essential functions, qualification requirements, and workplace standards.
   - **Currency**: Update all components of job descriptions to reflect current standards and needs.
   - **Consistency**: Establish a standardized structural approach to job descriptions across all Job descriptions, including their respective group categories within a Job Family framework.
4. **FLSA Status Analysis**
   Provide recommendations concerning the Fair Labor Standards Act (FLSA) exempt or non-exempt status of each job description.
5. **Management Responsibility Analysis**
   Identify and provide recommendations regarding job descriptions that involve management responsibilities.
6. **Master Job Description Review Plan**
   Develop a comprehensive, written plan outlining a framework for maintaining job description accuracy, currency, and consistency. This plan should include guidelines for the creation of new job descriptions and updates to existing ones.
7. **Job Family Review**
   Conduct an analysis of existing job descriptions to organize job descriptions into appropriate **Job Families**. Job Families are defined as groupings or tiers of positions that share similar duties and responsibilities but may vary in complexity or competencies. For example, positions such as Department Assistant I, II, and III may represent a tiered group within a broader family structure.

V. SCOPE OF WORK

The review will be conducted in two (2) phases, as outlined below:

A. Phase I
The selected vendor will:
1. Review the preliminary recommendations prepared by the Job Description Review Committee.
2. Coordinate with the Job Description Review Committee to ensure alignment and provide regular updates on progress.

3. Interview employees and supervisors, as necessary, to fully assess and develop job descriptions.
4. Maintain open communications with the District throughout all phases of the review.
5. Prepare precise, revised, and fully updated job descriptions.
6. Establish internal relationships among job descriptions, including Job Family or hierarchical level job descriptions.
7. Identify management duties or responsibilities embedded within CSEA-affiliated job descriptions.
8. Provide a final report summarizing all recommendations, including revised job descriptions and updated salary.

B. Phase II
The selected vendor will:
1. Attend and provide support during District and CSEA negotiation sessions to clarify or explain recommendations, as needed.
2. Deliver a **Master Job Description Review Plan** that outlines a clear, sustainable method for maintaining accuracy, currency, and consistency in job descriptions on an ongoing basis.

VI. TERMS AND CONDITIONS

A. Criteria for Selection
Qualifications will be evaluated based on the following:
- Qualifications and experience of the firm's principals and key staff.
- Completion timeline for the review.
- References from similar California public agency projects.
- Quality of sample job descriptions and interview documents.
- Proposed methodologies to achieve review objectives.
- Fee Schedule.

Following the evaluation of qualifications, vendors *may* be invited to provide additional presentations and demonstrations to KCCD. Presentations will be scheduled during a mutually convenient time. The selection process *may* include an invitation for short-listed firms to deliver presentations to the Chancellor or their designee, as well as the ad hoc Job Description Review Committee.

B. Cost and Ownership of Proposals
The Kern Community College District will not assume responsibility for any costs incurred by vendors in relation to the preparation or submission of proposals, presentations, or demonstrations. Proposals and supporting documentation become the exclusive property of KCCD upon submission.

C. Proprietary Information

Once a contract has been awarded, the submitted qualifications will be subject to any applicable **Freedom of Information** legislation. Vendors are advised to clearly label proprietary information within their qualifications if confidentiality is desired. Only designated proprietary sections will be excluded from public disclosure.

D. Client References

KCCD reserves the right to contact any client references provided as part of the qualifications, as well as any other clients who have utilized the vendor's services in the past.

E. Timeline

The selected vendor is expected to complete the review within three (3) to six (6) months after the start date unless alternative arrangements are agreed upon.

F. Vendor Qualification Requirements

Vendors are required to include the following in their qualifications:
1. A listing of key personnel, along with resumes detailing their relevant experience.
2. A list of other colleges, school districts, or agencies served by the firm in the past three (3) years.
3. A sample job description.
4. A detailed fee schedule for the entire review.

VII. QUESTIONS REGARDING THIS RFQu

Vendors requiring clarification of the intent or content of this RFQu, or on procedural matters regarding this process, may request clarification by submitting written questions by email to purchasing@kccd.edu. Answers to the questions will be provided to all Vendors without identifying the submitter. **Questions must be submitted no later than June 5, 2025, at 12:00 p.m. (PST).**

VIII. QUALIFICATIONS SUBMISSION

1. Vendors must submit their qualifications, including all required documentation and the firm fee schedule, no later than **June 30, 2025**.
2. Qualifications should be submitted electronically via the Public Purchase website or by email to purchasing@kccd.edu.
3. All submittals received by the District will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent of the proposer designates trade secrets or other proprietary material to be confidential. Any documentation which the proposer believes to be a trade secret must be provided to the District in a separate envelope or binder and must be clearly marked as a trade secret. The District will endeavor to restrict distribution of material and analysis of the qualifications.

Proposers are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and the District shall in no way be liable or responsible for any such disclosure. Proposers are advised that the District does not wish to receive material designated as trade secrets and requests that proposers not supply trade secrets unless absolutely necessary. The proposer's qualification package, and any other supporting materials submitted to the District in response to the request, will not be returned and will become the property of the District unless portions of the materials submitted are designated as proprietary at the time of submittal, and are specifically requested to be returned.

We look forward to receiving your qualifications and appreciate your interest in enhancing the operations of the Kern Community College District.