Dual Career Ladders Review
Request for Qualifications (RFQ)
Due by August 22, 2013

Project Purpose
The County of San Mateo is soliciting the services of qualified firms or individuals to assist the County in developing a dual career ladder program for employees interested in upward mobility in a non-supervisory or management track. The project would require the consultant/individual to conduct a best practices review of other public agencies, review County practices and classifications, and provide recommendations relating to how the County could enhance promotional opportunities for non-supervisory/management positions.

Background
The County of San Mateo has approximately 5,200 employees in 22 departments and over 600 classifications. The County’s classification philosophy reflects broad based classification concepts focusing on broader knowledge, skills and abilities. The County offers various career tracks for supervisory and management employees but currently does not have a defined program for the non-supervisory/non-management track.

Earlier this year, the Board of Supervisors approved the County’s Agile Organization Initiative, which will facilitate the County’s ability to become a dynamic organization with a socially responsible, innovative and versatile workforce that can quickly adapt to changing conditions, is financially sustainable, and is able to maximize all available internal and external resources to continue to meet the critical and evolving needs our community. As part of this initiative, the County intends to implement new incentive programs, such as a dual career ladder track, to attract qualified applicants and expand career opportunities for existing employees that are technically competent and are looking to advance in their specialized/technical field.

Project Description
In completing the project, the selected firm/individual will be expected to:

1. Propose a dual career ladder program for the County with an anticipated end date of December 12, 2013
2. Meet/Interview appropriate representatives of County management, including department heads, to learn about current and/or proposed practices
3. Review the County’s classification structure
4. Conduct a best practices review to identify other public agencies with successful dual career ladders
5. Identify potential classifications or departments that would benefit from a dual career ladder program
6. For any new classifications that are proposed, conduct a classification and salary survey to establish market comparability and to establish best practice
7. Prepare and present findings/recommendations

The selected firm/individual for this project would preferably have knowledge and experience with public sector classification/compensation structures.

Submission Requirements
Responses/Proposal should include the following information:
1. Description of the firm’s approach/methodology used to conduct the review (statement/scope of work). Include proposed time frames.
2. Describe your costs. The County prefers a fixed cost proposal, however if you wish to make a time and materials cost proposal, you must identify a not-to-exceed amount.
3. The name(s) of the personnel who will be assigned to this project including their academic and experience background
4. One relevant work product that demonstrates ability to perform the work described in this project description
5. A list of clients, preferably public agencies, for which the firm/individual has conducted similar work as described in the project description. Include the contact person(s), title and telephone number.

Submission Information
The deadline for submitting the responses is 5:00 p.m. on Thursday, August 22, 2013. Three (3) copies of the responses should be submitted to:

County of San Mateo
Human Resources Department
Attn: Rocio Kiryczun, Administrative Services Manager
455 County Center, 5th Floor
Redwood City, CA 94063

It is anticipated that qualified firm will be selected by September 5, 2013.

Contact for Additional Information
For questions regarding the RFQ, please contact Lisa Yapching (650-363-4381; lyapching@smcgov.org) or Rocio Kiryczun (650-363-7844; rkiryczun@smcgov.org).