

ADDENDUM NO. 1



REQUEST FOR PROPOSALS (RFP)

Classification and Compensation Study Consultant Greater Los Angeles County Vector Control District

Issued: July 28, 2026

This Addendum forms part of the above-referenced RFP and is intended to clarify questions received from prospective vendors.

The responses provided herein are intended to clarify the District's expectations and do not materially modify the scope of work or requirements set forth in the original RFP. All other terms and conditions remain unchanged.

Vendors are responsible for acknowledging receipt of this Addendum in their proposal submission.

Questions and Responses

- 1. Please confirm whether all 37 classifications will receive a complete classification review and updated classification specification, including the General Manager and Assistant General Manager classifications.**

Yes, all 37 classifications will receive a complete classification review and updated classification specifications.

- 2. Please provide the number of incumbents in each classification and identify which classifications include seasonal employees. Are all approximately 138 employees expected to participate in the study's data collection process?**

The number of incumbents in each classification is available on page 38 of the District's FY 26-27 Budget (<https://www.glamosquito.org/budgets#docaccess-008badb7a2792eef388a44f7bcd16f6>). Seasonal employees are not expected to participate because they will not be employed during the study period. Participation in the study is voluntary. Up to 100 regular employees may participate in the data collection process.

- 3. For field, maintenance, scientific, and vector-control classifications, does the District expect on-site job observation or a formal physical-demands analysis, or may**

physical requirements and working conditions be validated through questionnaires, interviews, and existing documentation?

Vendors may validate physical requirements and working conditions through questionnaires, interviews, and existing documentation. On-site job observations are not required.

- 4. Does the District expect a formal ADA/accessibility review of classification specifications in addition to the required review of essential functions, physical requirements, and working conditions?**

A formal ADA/accessibility review of classification specifications is not required.

- 5. Approximately how many benchmark classifications should proposers assume for the market compensation survey? Is the District expecting direct market data for all 37 classifications?**

Vendors should assume approximately four to five benchmark classifications. The District does not expect direct market data for all 37 classifications.

- 6. How many comparator agencies does the District typically expect, and does it have an existing or preferred comparator list? Are separate comparator groups expected to be used for executive, administrative, technical, scientific, and field classifications?**

The District expects approximately 10 comparator agencies subject to Board of Trustees approval. Because the District does not have a preferred comparator list, vendors must provide the rationale for each comparator selected.

- 7. Should fiscal-impact analysis include individual employee placement and implementation scenarios, or only the cost of moving salary ranges to the recommended market position?**

The fiscal impact analysis shall include individual employee placement and implementation scenarios.

- 8. Will employees have a formal opportunity to appeal or request reconsideration of classification findings, allocations, or updated specifications? If so, please describe the expected process and number of review rounds.**

Employees will not have a formal opportunity to appeal or request reconsideration of classification findings, allocations, or updated specifications.

9. May the project be performed virtually? If not, please identify the anticipated number of required on-site meetings.

Yes, the project may be performed virtually.

10. What is the approved budget or not-to-exceed amount for the study?

The approved budget for the study is \$75,000.

11. Please confirm that proprietary survey databases, copyrighted third-party data, internal consulting tools, and confidential employee information (such as interview notes) are excluded from the requirement to provide all source files.

Proprietary survey databases, copyrighted third-party data, and internal consulting tools are excluded from the source file requirement. However, the District expects vendors to provide sufficient supporting documentation for their recommendations. Confidential employee interview notes may be requested if necessary.

12. Will all proposers be invited to the August 7 virtual presentation, or only shortlisted firms?

Only shortlisted vendors will be invited to the August 7 virtual presentation.

END OF ADDENDUM NO. 1