

## NOTICE TO BIDDERS

The Charles County Public Library will receive proposals for:

### **Compensation & Classification Study**

Posted: September 18, 2025

#### **Summary of Request:**

#### **A. General Information**

The Charles County Public Library herein referred to as the Library or CCPL, requests proposals from qualified firms to conduct a compensation and classification study.

#### **B. Description of the Agency**

The Charles County Public Library (CCPL) is an agency of the Charles County Government and is comprised of four (4) library branches, a Mobile Library and three outreach vehicles. The Administrative Offices are located at 2 Garrett Avenue, La Plata, MD 20646. The Library's fiscal year begins on July 1 and ends on June 30. The Library employs approximately 52 full-time staff and 39 part-time employees in public service, administrative, and facility related positions.

#### **C. Objectives**

1. Ensure internal equity by evaluating and ranking positions based on evaluative factors including but may not limited to job complexity, scope and impact, required qualifications, supervision, work environment, physical demands, work relationships.
2. Establish external competitiveness by comparing CCPL salaries to relevant market benchmarks
3. Provide clear, rational, and defensible compensation and classification structure that supports recruitment and retention goals.
4. Align and classify library positions within the current Charles County Government payscale
5. Recommend sustainable compensation and classification policies for starting rates, promotions, ongoing administration and maintenance.

## **D. Scope of Work**

The Charles County Public Library aims to receive a comprehensive analysis and recommendations to its compensation and classification system based on relevant market analysis. The multi-phase project plan will incorporate internal reviews, market benchmarking and alignment with the Charles County Government payscale. The scope of services will include:

- **Project Planning and Administration:** Lead project planning, manage timelines, and coordinate with library leadership to ensure the project meets CCPL's needs. Develop and present project milestones and deliverables.
- **Review and Analysis of Existing System:** Review and analyze existing job descriptions, compensation structures, and classification plan.
- **Benchmarking and Job Analysis:**
  - Conduct a comprehensive analysis of current positions to determine appropriate benchmarks for internal and external comparisons.
  - Evaluate library positions internally to examine internal grading and equity.
  - Compare CCPL positions against comparable positions in other public libraries, public sector organizations, and relevant industry-related positions within the region. The scope, intensity, and quantitative and qualitative service demands for the compared positions shall be considered in this analysis.
- **Market Analysis and Salary Survey:**
  - Perform a comprehensive salary survey process to establish external equity, utilizing a minimum of three (3) relevant comparative sources.
  - Gather and analyze compensation data based on benchmarked job summaries and specific educational or certification requirements.
  - Identify and explain any anomalies found in the data.
- **Alignment with County Payscale:** Align library positions within the current Charles County Government payscale, making recommendations for proper placement.
- **Findings and Recommendations:**
  - Deliver detailed findings in an Excel spreadsheet format, suitable for analysis.
  - Provide a comprehensive written report of recommendations, including justifications for each.

- Pay Policy Development: Recommend new, revised, or substantiate the continuance of pay policies for starting rates, promotions, and other compensation-related matters based on market analysis and CCPL's recruiting and retention goals.
- Implementation and Communications:
  - Develop a plan for the implementation of all recommendations, including phased approaches if necessary, providing justification for prioritization.
  - Create a communications plan for effectively sharing the new compensation and classification information with stakeholders, including employees and leadership.
- Presentation of Findings and Final Report: Present final report in writing and attend meetings to present as requested by library leadership.

## **E. Submission Requirements**

The bidder's proposal must provide a detailed response and supporting documentation, where requested, to each of the following areas:

1. Cover Sheet (Appendix D): Include the name of your organization, address, and contact information. Include the name, title, and contact information for an authorizing official.
2. Company Information and Experience
  - Provide a brief summary of your firm, years in business, and areas of expertise.
  - Describe specific experience conducting classification and compensation studies for public libraries or other government agencies, particularly in the DC/ Maryland/ Virginia area.
  - Indicate the primary physical location that you will providing your services
3. Project Team
  - Identify the project manager and all key personnel assigned to this project
  - Provide all resumes and summarizing the qualifications and relevant experience of each team member
4. Proposed Approach and Methodology
  - Provide a statement describing your understanding of the scope of work.
  - Describe the methodology and procedures for gathering data, conducting analysis and developing recommendations
  - Include a sample of a comparable final report to demonstrate your work product

#### 5. Project Schedule:

- The workplan shall include an outline of the recommended process approach into four (4) project milestones for conducting and completing the classification and compensation study. The four (4) project milestones are: project initiation, Library acceptance of a draft, Library acceptance of the study, and project closure. The workplan shall include the timeframe and estimated number of consecutive calendar days for each of the project milestones, description of work that will be done during the milestone, beginning on the date of contract execution.
- Describe any software and internet tools that will be used to complete the study.
- Outline the anticipated support required from CCPL staff at each phase of the project

#### 6. Cost Proposal (Appendix E)

- Provide lump sum pricing for proposal on the Cost Proposal Form.
- Payment- The Cost Proposal Form establishes the lump sum price for which payment will be made by the library to the consultant/ contractor in four milestone increments:
  - 25% upon project initiation
  - 25% upon completion of a draft of the classification and compensation study that is acceptable to the Library
  - 25% upon completion of a final classification and compensation study that is acceptable to the Library
  - 25% upon project closure
- Prices must be inclusive of all costs, including taxes and fees, in US Dollars.

#### 7. References

- Provide references with contact information from a minimum of three (3) similar projects completed within the last five years. Indicate the staff who were assigned to these projects.

### **F. Submission of proposals**

Proposals will be accepted until 5:00 pm EST on Friday, October 24, 2025.

The library will accept inquiries concerning this RFP. All questions pertaining to this RFP must be made via email with subject line "RFP INQUIRY" to [jcruse@ccplonline.org](mailto:jcruse@ccplonline.org). Questions are due by 5 PM EST October 3, 2025.

Proposals should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offeror's services, fees, experience, and capacities. Proposals which fail to address each of the submission requirements above may be deemed nonresponsive and will not be further considered.

## **1. Proposal Timeline and Evaluation**

The Library intends to follow the below timeline for review and award of this solicitation:

Questions Due:	October 3, 2025 5:00 PM EST
Deadline for Submittal:	October 24, 2025 5:00 PM EST
Review of Proposals:	October 27- 30, 2025
Interviews or Additional Questions Conducted:	November 3 - 5 , 2025
Award:	By November 6, 2025

\*Dates are subject to change at the discretion of the Library

The Library reserves the right to reject any or all proposals submitted. A proposal shall only be accepted after formal approval by the Board of Library Trustees. The Library reserves the right, where it may serve the Library's best interest, to request additional information or clarification from proposers or to allow corrections of errors or omissions. At the discretion of the Library, firms submitting proposals may be requested to make an oral presentation as a part of the evaluation process.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless exceptions are clearly and specifically noted in the proposal submitted.

The Library will select the firm best meeting the Library's requirements for experience, capability, approach, and cost. The Library's evaluation will be based on the requirements contained in the proposals, the proposed fees and expenses, and any other factors that the library considers relevant. Preference will be given to bidders who have had successful experience providing service to public libraries or similar agencies.

## **2. Mailing Instructions**

Proposals must be submitted via email by the date and time specified above.

Email completed proposals to: Jessica Cruse, Human Resources Director  
([jcruse@ccplonline.org](mailto:jcruse@ccplonline.org)) with the subject: "Compensation & Classification Proposal"

## **APPENDICES**

- A. Proposer Guarantees
- B. Proposer Warranties
- C. Certifications and Other Terms/Conditions
- D. Proposal Cover Sheet
- E. Cost Proposal Form

## **APPENDIX A**

### **PROPOSER GUARANTEES**

- I. The proposer certifies that his/her organization can and will provide and make available, as a minimum, all services set forth in Section C, Scope of Work; and that all provisions of this proposal, including all appendices, attachments or amendments hereto, shall be incorporated by reference in any award and in any subsequent contact between the proposer and the Library.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B**

### **PROPOSER WARRANTIES**

- I. Proposer warrants that he/she is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof. A copy of all errors and omissions insurance policies, including all declaration pages thereto, shall be included with this proposal.
- II. Proposer warrants that he/she will not delegate or subcontract his/her responsibilities under this agreement without prior express written permission of the Library.
- III. Proposer warrants that all information provided by him/her in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX C**

### **CERTIFICATION AND OTHER TERMS/CONDITIONS**

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. When delivering services under an approved contract, the contractor shall work under the broad supervision of Library staff.
4. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
5. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposal.
6. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work, does not have any conflict of interests with the project, the libraries employees or it's affiliations - perceived or otherwise, and has not been debarred or suspended from doing work with any federal, state or local government.
7. Unless otherwise deleted or modified by mutual agreement between the Library and the contractor, all general provisions contained on the proposal (Sections II Scope of Work) shall be incorporated into the contract.
8. The Library reserves the right to negotiate a best and final offer with the applicant selected.
9. Payments shall be made in accordance with the schedule outlined in Section E.
10. All information received by the contractor during the course of the contract period and thereafter is considered confidential and shall be protected to the utmost ability of the contractor. The contract shall include more specific language on this issue.
11. Public Information Act/Confidentiality Notice:  
Offeror should give specific attention and identification of those specific portions of their proposals which they deem to contain confidential and/or proprietary information. Such information must be individually noted as being confidential or proprietary, either at that location, or in a separate consolidated listing contained within the bid/proposal/quote and provide justification of why the material should not be subject to disclosure by the Library upon request under the Maryland Public Information Act. Offerors may not declare their entire bid/proposal/quote package to be confidential or proprietary. Failure to provide specific identification and justification may result in the Library releasing the information if requested to do so.
12. The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Maryland and Charles County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Signed certification/conditions to be returned with the proposal)

**APPENDIX D**  
**PROPOSAL COVER SHEET**

Firm/Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name Title

**APPENDIX E**

**COST PROPOSAL FORM**

Item	Description	Quantity	Unit of Measure	Total
A	Compensation & Classification Study	1	Lump Sum	
<b>TOTAL</b>				