



Iowa Judicial Branch

1111 East Court Avenue | Des Moines, IA 50319

April 8, 2024

Responses to Questions received regarding Classification and Compensation RFP JB03272024:

1. Has the IJB established a budget for this project? If so, will that amount be shared with bidders?
Answer: No, a budget for this project has not been established.
2. Can the IJB confirm the total number of employees to be included in the classification study please?
Answer: Total number of employees to be included is approximately 1,400.
3. Does the IJB want the consultant to collect salary data only or is the IJB also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations?
Answer: Salary data only as all benefits are the same across all state agencies.
4. Does the IJB want the consultant to develop recommendations regarding pay policies?
Answer: Yes, recommendations regarding pay policies are expected as part of the project.
5. Does the IJB want the consultant to calculate the cost of implementation for our recommendations?
Answer: Yes, cost of implementation per job classification is expected as part of the project.
6. Does the IJB want the consultant to provide assistance with implementation and/or training?
Answer: Yes, provide training to HR staff on change management strategies and implementation of the project recommendations.
7. The RFP asks for hard copies and thumb drive as a submission. Some companies try to be as green as possible and reduce their carbon footprint. Will the IJB allow email submission?
Answer: No, IJB requires four (4) paper copies and one (1) electronic copy on a flash drive.
8. Will the IJB accept scanned signatures in lieu of original ink?
Answer: Yes, IJB will accept scanned and/or digital signatures in lieu of original ink.
9. The stated goals of the project include internal equity. Is it IJB's intent to maintain the existing quantitative job evaluation system or do you want it replaced as part of this project?
Answer: IJB would like recommendations to update or replace the current system to be included as part of the project.
10. How many job titles require an FLSA review?
Answer: Approximately 150 job classifications (titles) require an FLSA review.
11. Are the existing job descriptions current and accurate, or does IJB anticipate a questionnaire process to gather current information from employees/supervisors/managers/directors and new job descriptions to be written?
Answer: Some of the existing job descriptions have been recently updated but IJB anticipates a questionnaire process to gather current information so updated job descriptions can be written.
12. What is IJB's desired schedule for completion and is there flexibility?
Answer: Since approximately 50% of our workforce is represented by collective bargaining agreements that expire June 30, 2025, with negotiations beginning in fall of 2024, the desired completion schedule would be early 2025 so potential recommendations can be discussed, approved, and implemented in conjunction with CBAs that would become effective July 1, 2025.



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