

DRAFT**RESOLUTION 20xx-xxx**

RESOLUTION SELECTING AND AUTHORIZING AN AGREEMENT WITH KOFF & ASSOCIATES TO CONDUCT A CLASSIFICATION AND COMPENSATION STUDY FOR AN AMOUNT NOT TO EXCEED \$291,725. FISCAL YEAR 2023 FUNDS ARE BUDGETED. FUNDS REQUIRED FOR FUTURE FISCAL YEARS WILL BE BUDGETED IN THE APPROPRIATE YEAR, SUBJECT TO BOARD APPROVAL UPON ADOPTION OF EACH FISCAL YEAR'S BUDGET

WHEREAS, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix 1, (Port Act); and

WHEREAS, the Board of Port Commissioners (BPC) adopted BPC Policy No. 110 to establish a policy governing the processing and administration of public projects, consulting and service agreements, the purchasing of supplies, materials and equipment, and grants; and

WHEREAS, the District is currently pursuing a classification and compensation study that will review and update the District's unrepresented classifications and include a labor market survey to potentially update the District's salary structure and update salary ranges for the newly reviewed classifications; and

WHEREAS, these updates will support the District's competitiveness in the labor market, recruitment and retention, pay equity, and employee development and career progression within the District; and

WHEREAS, these studies are large, time-intensive projects, and are usually conducted utilizing expert consultants; and

WHEREAS, pursuant to BPC Policy No. 110, staff issued a request for proposals #22-24RH (RFP) on August 4, 2022, and closed on September 7, 2022; and

WHEREAS, a total of 1,605 companies were notified and 19 companies downloaded the RFP documents;

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WHEREAS, the District received five responsive proposals and a panel comprised of District staff from Human Resources, Marketing & Communications, and the Executive Office departments reviewed the proposals and conducted finalist interviews with three companies on September 20, 2022; and

WHEREAS, after completion of the interviews, the panel conducted a Decision Analysis to evaluate the firms using the criteria stated in the RFP: experience of proposed staff, approach to the project, capability to perform, cost/pricing, and firm's relevant experience; and

WHEREAS, as this is an RFP for a service agreement, the evaluation was done on a best-value basis to consider the quality and value of the service offered for the proposed price; and

WHEREAS, the panel ranked Koff & Associates as the top firm; and

WHEREAS, Koff & Associates demonstrated the best value to the District for the classification and compensation study project; and

WHEREAS, Koff & Associates specializes in California public agencies, and proposed a thorough, well-defined process that will produce detailed data and results and will also include considerations of and quality communication with employees and supervisors that will support the process and the success of the eventual results and implementation; and

WHEREAS, the agreement is for a five-year period; and

WHEREAS, District staff recommends that the BPC adopt a resolution selecting and authorizing a five-year agreement with Koff & Associates to conduct a classification and compensation study for an amount not to exceed \$291,725; and

WHEREAS, funds for Fiscal Year 2023 (FY23) and future fiscal years will be budgeted in the appropriate fiscal year, subject to Board approval upon adoption of each fiscal year's budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That the Executive Director or his designated representative is hereby authorized and directed on behalf of the San Diego Unified Port District to enter into a five-year agreement with Koff & Associates to conduct a classification and compensation study for an amount not to exceed \$291,725.

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APPROVED AS TO FORM AND LEGALITY:
GENERAL COUNSEL

By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 11th day of October 2022, by the following vote: