



## SUPERIOR COURT OF CALIFORNIA COUNTY OF MERCED

---

### **Questions and Answers**

1. Q: Regarding the pre-proposal conference for RFP #2324-CCS1023, do we need to pre-register for it, or do we just join the Zoom meeting?

A: You can just join in Zoom during the designated date and time on the RFP.

2. Q: Can you please provide the number of incumbents allocated to each class level, i.e., number of employees per class that are included in the study? If you have an allocation report that would show the number of employees in each class to be studied that would be helpful.

A: We currently have the following numbers but they may be subject to change:

15 Court Processing Clerk I's,  
35 Court Processing Clerk II's, and  
7 Senior Court Processing Clerks.

3. Q: Can the Court provide us with a list of comparators they wish to use for the study (or a list of ones they've used previously)? This helps us in determining the time necessary for the study.

A: We often use neighboring courts, like size courts (# of judicial officers), county and city government agencies. We are also interested to see who the vendor recommends to include in the study.

4. Q: Please confirm that the only benchmarks to be included in the classification and compensation studies are those within the Court Processing Clerk I, II, and Senior.

A: Yes, we only need a classification and compensations study on the Court Processing Clerk I, Court Processing Clerk II, and Senior Court Processing Clerk.

5. Q: How many individuals currently reside within these classifications?

A: See questions #2: 15 Court Processing Clerk I's, 35 Court Processing Clerk II's, and 7 Senior Court Processing Clerks.

6. Q: How many supervisors provide supervision to those incumbents?

A: 5 supervisors. The departments are as follows: 1 Civil, 1 Criminal, 1 Family Law, 1 Traffic, and 1 Los Banos.

7. Q: Please confirm that the Court is seeking an individual pay equity study for these incumbents.

A: Yes.

8. Q: How many comparator agencies are typically surveyed by the Court during compensation studies?

A: We often use neighboring courts, like size courts (# of judicial officers), county and city government agencies. We are also interested to see who the vendor recommends to include in the study.

- a. Q: Is there a minimum number that must be used based on MOU or policy/practice?

A: The court wishes there be at least 5 comparators.

9. Q: Are there any specific dates driving either/both studies?

A: The November 15, 2024 is the final date in which the court has to respond to the request made in the MOU. There are no other dates.

- a. Q: It appears from the MOU provided that the results of the study will be shared with the Union after its completion by November 15, 2024. Is this correct?

A: Yes, this is correct.

10. Q: What is the estimated budget for these studies?

A: \$30,000.

11. Q: Is the Court amenable to the virtual conduct of the work via web conferences and the sharing of electronic documents through an online secure portal provided by the vendor?

A: Yes.