

**Los Angeles County Employees Retirement Association
Classification and Compensation Study Services RFP
Responses to Questions
September 11, 2017**

1. **Question:** Please define the following for the population of the employees covered by the study:
- a. Number of employees in the thirty (30) Secretary positions covered by the study
 - b. Number of distinct salary ranges used to manage pay for the Secretary positions covered by the study.

Answer:

- a. Two (2) Executive Secretary positions listed in the initial RFP are now excluded from this study, bringing the total number of budgeted Secretary positions down to twenty-eight (28). Four (4) of the positions are currently vacant.
 - b. There are five (5) salary ranges, one for each Secretary classification.
2. **Question:** Are job descriptions available for the positions covered by the study?

Answer: All of LACERA's job descriptions can be found at www.lacera.com. Job descriptions may need to be revised or created based on the findings of the study.

3. **Question:** Are any of the Secretary classifications covered by the study also covered by a union contract?

Answer: The Secretary, LACERA classification is covered by a union contract. All other Secretary classifications are non-represented.

4. **Question:** Please confirm the type of peer organizations and industry benchmarks that LACERA would prefer or require be included in the market study (e.g., finance, insurance, asset management, public/government, general industry, etc.)

Answer: Peer organizations and industry benchmarks will be determined in collaboration with the chosen vendor as part of the study.

5. **Question:** Please confirm if there are any known pressures to change exemption status for these Secretary classifications included in the study.

Answer: No.

6. **Question:** Does LACERA intend to provide the chosen vendor with any proprietary survey data for the study?

Answer: At this time, LACERA has not purchased any survey data.

7. **Question:** Confirm the LACERA audience to which the finding and recommendations need to be presented.

Answer: Findings and recommendations will need to be presented to LACERA's Board of Retirement and Board of Investments.

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8. **Question:** Clarify what LACERA needs specific to Bullet 8, under the section “Submittal of Proposals”. Confirm the type of information that needs to be included in the proposal that addresses “Confidentiality safeguards”.

Answer: Describe the electronic systems and physical controls that your company has in place to protect any confidential information that LACERA may transmit, regardless of the form or format of the communication. Describe any screening that your employees are required to pass prior to employment. Additionally, please list the types of cyber liability insurance coverage your company has as well as any policy limits.

9. **Question:** Will the selected vendor be prohibited from using staff that are based and work in India?

Answer: No.

10. **Question:** Confirm the desired start date for the project.

Answer: We are currently flexible on the start and completion date of this project.