2026 RFP Vendor Questions & Answers

1. What is the 2026 Compensation Study project budget? NOLS has budgeted $32,000 for the compensation study. The 2022 study cost was $27,500.

2. What comparable organizations were used in the 2022 external compensation study? Previously we used survey data from Milliman (Northwest Benefits Data and Washington Public Employers Data), the WA State Library Director Salary Survey, and internal data from consultants NFP. This included comps in Libraries, Education, Government, and Non-profit. Most WA State Libraries were used as comps, and were weighted based on how close of a match the positions were.

3. How many comparable organizations will you require for this study? NOLS is in a unique geographic location. We don't believe that there are any 1-1 comparable organizations, so we would prefer to include as much data as possible taking geographic differentials into account.

4. What stakeholders will provide input on the list of comparable organizations and who will approve the list? Executive Director Noah Glaude and HR & Business Manager Shaina Lent will be the final approvers of the list. We are in a union environment and find it valuable to provide updates and transparency about the process to the two union groups involved. The NOLS Board of Trustees will also be updated and provide input during the project.

5. Will you want to use published survey data, or only comparable organizations? Yes, we want to use published survey data.

6. The Library has a total of 32 classifications (job titles). Will the Library add additional job titles as part of this study? No, we don't intend to add additional job titles.

7. In A.3. *Identify minimum, 25th percentile…* is this meant to represent a recommended 5-step structure, or are you asking for the market base-pay data to be shared this way? We are asking for market base-pay data to be shared this way.

8. In A.8. *…compare the content of specific job classifications…* how many job classification comparisons will be expected? Are the job classifications to be compared already identified? We would like all 32 classifications to be included.

9. A.8. requires a comparison of the similarities of job classifications. Does the final desired work product for this task include recommendations for changes, or is this simply identifying the job similarities? We do not expect to make changes to our job descriptions during this project. We are looking for identifying similarities.

10. A.9. implies the use of a point-factor system to determine the job worth hierarchy. Is this current practice or will this be designed by the consultant? The consultant would need to design a system of comparison to determine how close of a match each classification was to job classifications in other like organizations.

11. In A.11 *…The report will also provide documentation of pay equity within the Library's structure.* What level of pay equity details does the Library expect to receive in this report? This can be provided at a general/high level. We would like to have a general idea of what internal classifications are way out of alignment compared to each other, and also recommendations for bringing those classifications into alignment compared to each other.

12. A.12. As part of calculating the cost of implementation, will the consult be expected to recommend individual employee step placement? No, recommendations for individual employee step placement is not expected.