

Request for Information Job Classification and Compensation Study

South Carolina Judicial Department (SCJD) is in the initial stage of conducting a Job Classification and Compensation Study. The purpose for this Request for Information (RFI) is for the SCJD to identify potential consultants or vendors with expertise creating, implementing, and maintaining a compensation and job classification plan.

This RFI is not a Request for Proposal (RFP): The South Carolina Judicial Department is not seeking to contract with vendors for a job classification and a compensation study. The SCJD will not reimburse vendors with any costs in connection with their response to this RFI.

Background:

SCJD serves the state of South Carolina through its various levels of court systems, ranging from local municipal courts up to the Supreme Court of South Carolina. SCJD employs approximately 600 people in the capacity of judges, attorneys, clerks, and various administration personnel to support the court system.

Suggestions of Information being requested: The list below is not all-encompassing of information. If you have additional features/ suggestions, please list them in your response. Samples of information is welcomed.

- 1- Market data specific to Columbia, SC and Southeastern region for both private and governmental entities
- 2- Benchmark structure for competencies and criteria that will allow SCJD to properly place jobs within the State of SC pay structure.
- 3- Recruitment and retention strategy
- 4- The ability to maintain and modify the structure put in place.
- 5- Assist with standardizing position descriptions for administrative positions.
- 6- Evaluation solutions

Information should be received no later than November 30, 2018: Electronic copies are preferred. If printed material is sent please provide 4 copies. All discussions/ questions should only be directed to the Procurement Manager.

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