



**STATE OF VERMONT**  
GENERAL ASSEMBLY

**REQUEST FOR INFORMATION**

**COMPENSATION SYSTEM REVIEW AND UPDATE FOR THE VERMONT  
GENERAL ASSEMBLY STAFF**

**ISSUE DATE:** May 22, 2024

**QUESTIONS DUE BY:** June 14, 2024, 5 pm

**DUE DATE:** June 28, 2024, 5 pm

**CONTACT:** Legislative Office on Human Resources  
2 Aiken Ave  
Montpelier, VT 05633  
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## 1. OVERVIEW

1.1 INTRODUCTION: The Vermont Legislative Office of Human Resources (LOHR) is seeking information regarding a review of the compensation system and pay rates for the staff of the Vermont General Assembly (VGA). The project may include providing recommendations and guidance to create a sensible compensation philosophy within the existing system that is responsive to the unique needs of the legislative environment. Specifically, the LOHR is seeking recommendations and guidance that advance the VGA's intent to compensate its employees in a manner that is equitable, fiscally responsible, and in line with the external job market. Moreover, the LOHR is interested in the possibility of ongoing consultation services to assist with maintaining and updating the compensation system.

Please note that this Request for Information (RFI) is for informational purposes only, and no contract will be awarded as a result. A firm or organization's response to the RFI, or lack thereof, will have no impact on the evaluation of responses to any subsequent solicitation of bids. Responses will be used solely for information and planning purposes.

1.2 EMPLOYER BACKGROUND: The VGA employs approximately 100 persons, including part-time and seasonal staff. These employees represent a wide range of professions, including law enforcement personnel, fiscal analysts, information technology professionals, human resources professionals, attorneys, and administrative workers with varying responsibilities. Many of the included positions are highly specialized and unlikely to be found outside of the legislative context.

1.3 COMPENSATION BACKGROUND: In 2022, with the assistance of the National Conference of State Legislatures and an independent compensation consultant, the VGA created a compensation system consisting of pay grades determined using the point factoring method. In a collaborative process that included directors of the legislative offices and staff, this work included a market analysis of comparable positions and a process to "point factor" each position within the appropriate pay grade. Following this analysis, the compensation consultant applied a formula weighing employees' education and years of relevant experience to set individual rates of pay within the pay grade system.

The pay structure and details of this project were approved by vote of the LOHR's governing committee, the Joint Legislative Management Committee.

At the time, VGA salaries were aligned with the external market. As a result, the VGA does not anticipate significant changes to rates of pay at

this time. The project may also include reanalyzing certain positions using the existing point factoring rubric, and it may include generating new relevant market pay rates.

The NCSL report is available at this link:

<https://legislature.vermont.gov/Documents/2022/WorkGroups/LegManage/NCSL%20Compensation%20Study/W~National%20Conference%20of%20State%20Legislatures~NCSL%20Compensation%20Study%202022~3-24-2022.pdf>

Please review this document for important context before responding to the questions set out below.

1.4 QUESTIONS: The LOHR is seeking responses to the following questions:

1.4.1: Please describe your experience analyzing compensation structures and creating compensation systems.

1.4.2: In 2022, the VGA invested significant time and resources in the current compensation system. Could you describe your approach to making adjustments to a compensation system that do not require creating an entirely new compensation system?

1.4.3: Please describe your approach to building career pathways, and how such career pathways might be integrated into the current compensation system.

1.4.4: When the market analysis was carried out in 2022, it was determined that some employees' salaries exceeded the market. Please describe strategies for fairly compensating such employees while working towards market alignment.

1.4.5: Please provide any initial thoughts on a compensation philosophy that would advance the VGA's objective (i.e., compensation that is equitable, fiscally responsible, and in line with the external job market).

1.4.6: What is your method for determining the appropriate minimum and maximum pay rates for unique job titles?

1.4.7: Please describe your availability for ongoing support.

1.4.8: Please set out the characteristics of a sustainable pay structure and provide any initial thoughts as to adjustments that can be made to the existing pay structure to extend its utility.

1.4.9: How long would it take to conduct this review, make recommendations, communicate changes to stakeholders, and implement any changes?

1.4.10: Please estimate the cost of this project. If possible, please break down the cost by discrete element of the project.

1.4.11: What is the time commitment you would need from organizational leadership and/or staff to carry out this project?

1.4.12: What other question or topics should be covered in this project?

1.4.13: Is there any other information you would like to provide?

## **2. RESPONSES**

2.1. QUESTIONS: If further information or clarification is necessary to respond to this RFI, please contact [hr\\_rfp@leg.state.vt.us](mailto:hr_rfp@leg.state.vt.us) by June 14, 2024, and a response will be provided promptly.

2.2. WRITTEN RESPONSES: Please submit written responses to the above questions to [hr\\_rfp@leg.state.vt.us](mailto:hr_rfp@leg.state.vt.us) by June 28, 2024.