

Classification and Compensation Study

RFP FY23-SCHR-01

Addendum #1

Issued August 25, 2022

- 1) On page 15, "Conduct a job analysis on up to twenty (20) positions to ensure information regarding organizational structure, supervision, and essential job duties is accurately captured and reflected in the job description." Previously, the RFP indicates there are 199 job titles.

We would like to confirm that this item is to review a sampling from different levels of positions to ensure that the overall format of the County's job descriptions is appropriate, and the proposal is not for writing job 200 descriptions.

The intent is not to write job descriptions or ensure the overall format is appropriate. We have job descriptions for all County positions. These 20 positions are intended to be desk audits. It is to communicate with the employee that is serving in the position to confirm the job description accurately displays their duties/responsibilities and that they are appropriately placed in the salary structure (range).

- 2) In response to: "3 references from similar projects for state or local government clients within the last 3 years". Do references from tribal governments fulfill this requirement?

Yes.

- 3) Did the County work with an external vendor in the development and implementation of the current classification and compensation plan in 2012, or for the adjustment in 2019, and, if so, who?

Yes, Public Sector Personnel Consultants for both.

- 4) What is the County's approved budget for consulting services to be provided under this procurement?

\$60,000.

- 5) Our firm is available to begin new projects in Q1 '23:
 - a. What is the anticipated start date of the project and is there any flexibility in the start date?

We would like to start the project as soon as possible. It would need to be completed by late February 2023.

- b. Is there flexibility in the County's anticipated November 15, 2022 project deadline? When does the County need the final results/recommendations?

Yes. By the end of February 2023 so changes can be added to the fiscal budget.

- 6) Will you accept the proposal via email or electronic submittal in lieu of hard copies or USBs?

The County is unable to accept proposals via email or electronic submittal in lieu of hard copies or USBs. Please refer to Section III – Response Format and Organization for further instruction.

- 7) If hard copies are still required: The County is requesting financial documents, our firm considers these documents confidential. Will it be acceptable for us to send the documents via email in a password protected file?

Yes.

- 8) Aside from the 20 positions for which a job analysis is to be conducted, please confirm the County's existing job descriptions are current and accurate.

We are relatively confident the majority are accurate as they were reviewed and updated by employees in 2019. The 20 positions for job analysis are the ones we are questioning.

- 9) Are any of the County's employees covered by unions and, if so, how many separate organizations and CBAs?

Yes, three separate organizations/CBAs.