



Request for Proposals 2023-008

Compensation and Classification Study

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ADDENDUM No. 2

ISSUE DATE: October 14, 2022

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above-named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Question/Answer

1. **Question:** Will all 1601 employees be included in the scope of the project?

Answer: Minimally, employees that are impacted by classification and/or pay grade changes will be included in the scope of this project. If adjustments are made to the salary ranges all employees should be included in any cost projections.

2. **Question:** When was the last study completed? Was the project successful? Fully implemented?

Answer: The last full study was conducted in 2017 and implemented in 2018. The scope of the project was fulfilled.

3. **Question:** Were benefits evaluated in the previous study? If so, were any changes made to benefits?

Answer: Benefits were not evaluated in the previous study.

4. **Question:** Are all 406 job classes to be included in the scope of the study?

Answer: Yes

5. **Question:** Do you anticipate participation of employees such as through job questionnaires?

Answer: Possibly depending on the selected agency's process for review. Minimally, questionnaires should be used for new classifications and classifications that departments believe are assigned to the wrong pay grade.

6. **Question:** Are your job/class descriptions in excellent, good or fair shape? Could you provide one example?

Answer: Most classifications are in good shape. There is always room for improvement. All job descriptions can be found by clicking [HERE](#).

7. **Question:** Can you provide a broad estimate of the number of job/class descriptions that may be required to be written?

Answer: If departments complete a full review of the classifications possibly around 50 may need adjustment or to be written.

8. **Question:** Is one of the study goals to consolidate or reduce the number of titles?

Answer: The goal is not to reduce classifications, but consideration will be given to recommendations for further reduction if redundancies exist.

9. **Question:** Has the County budgeted for the project, and, if so, can you provide an amount or expected range of cost?

Answer: Bidders should provide their best price for the services requested in this RFP

10. **Question:** If a shortlist of respondents is created, will the Evaluation Team consider Zoom? Or, require on-site?

Answer: Yes, open to virtual meetings for the selection process if needed.

11. **Question:** Page 5, Section 3.2 Purpose: Is Union County wanting to have new job descriptions written for all jobs, or does the County just want the offeror to review and provide comments?

Answer: Union County is seeking job descriptions for any newly created and adjusted classifications as a result of the study.

12. **Question:** Page 6, Section 5C Scope of Work: Is the County currently utilizing, or planning to utilize a Point Factor system for classifying jobs? If yes, would Union County be open to discussing the option of not taking the Point Factor short cut to classify jobs, but rather have the offeror benchmark all jobs?

Answer: Union County currently utilizes and would like to continue utilizing a point factor system. The current system is proprietary to the former vendor. Any changes that occur based on how classifications are reviewed should include a point factor system that can be managed and maintained without vendor assistance. Union County has an established group of benchmark classifications and utilizes a point factor system as well.

13. **Question:** Page 6, Section 5C Scope of Work: Is it possible to get a copy of the County's standardized format for classification descriptions?

Answer: Refer to question #6.

14. **Question:** Page 6, Section 5D Scope of Work: Is the County requesting that every job be reviewed for FLSA designation, or just a designated group of jobs? If the latter, approximately how many jobs will be included?

Answer: A full review of all classifications is requested.

15. **Question:** Page 6, Section 5E Scope of Work: Is the County wanting a custom survey to be conducted to gather this market data, or is it expected that the information can be found in published surveys? If published surveys, does the County have identified surveys that include this type of data?

Answer: Union County is seeking current practices that may not be published at this time, as a result it may be best that a custom survey be created to gather this information. We are open to suggestions on the best manner to obtain this information.

16. **Question:** Page 6, Section 5F Scope of Work: Are existing internal career progressions currently documented? If so, can the County provide offerors with that documentation?

Answer: Several career progression guidelines are hard copy documents and others are based on meeting the qualifications of the higher-level classification within the established career progression. The selected offeror will be provided with this information.

17. **Question:** Page 6, Section 5H Scope of Work: Again, is the County currently utilizing or planning to utilize a Point Factor System? If so, what percentage of jobs does the County expect will be benchmarked? (See Question 16 above for related questions)

Answer: Union County has an established group of benchmark classifications and utilizes a point factor system as well. As classifications have blended functions over time creating unique roles benchmarking in some cases has become more difficult. We would like to continue utilizing a point factor system and are open to exploring new point factor system options.

18. **Question:** Page 7, Section 5L Scope of Work: Can the County please provide clarification around what is expected regarding “raw data, electronic databases, etc.”? Specifically, does the County expect access to raw survey data?

Answer: We would like to see raw data for comparative purposes. For example, the average salary range of the Administrative Assistant classification in the private sector is \$45,000 - \$65,000. In comparison Union County’s range is 3% higher or lower than the private sector. If an electronic data base is utilized to house any data related to Union County it should be made available/released so the data can be maintained/reviewed/updated in house moving forward.

19. **Question:** Page 7, Section 5N, Subsection vi Scope of Work: Is this referring to base pay or bonuses? Can the County provide any information and/or documentation on what is currently being done to evaluate employee performance?

Answer: This refers to base pay, bonuses of any type (retention, longevity, sign-on, etc.). Union County can provide information to the selected offeror regarding the current performance evaluation process.

20. **Question:** Page 7, Section 5O Scope of Work: Can the County provide clarification around “1) administration of a compensation program based on any changes in philosophy and survey results”? It would be atypical for an organization to regularly change their compensation philosophy.

Answer: Union County has a compensation philosophy. We are open to reviewing our current philosophy and making adjustments to align with ever changing market conditions.

21. **Question:** Page 7, Section 5O Scope of Work: Can the County provide clarification around “2) ...variable/incentive pay options....” Is this referring to bonus structures?

Answer: Yes, bonus structures as it relates to holiday bonuses, longevity pay, lump sum payments, spot awards, etc.

22. **Question:** Page 10, Section 6.2.1 Section B: Company Background: Can the County provide clarification regarding the bullet point “Assets available to meet County service requirements.”? Is the County asking about consulting staff, survey data or something else?

Answer: This could refer to staff, tools or other resources available or utilized to perform the service.

23. **Question:** Can Union County provide the budget for this project?

Answer: Refer to question/answer #9.

24. **Question:** Does Union County want to include any analysis of market-competitiveness of total rewards (“traditional benefits”)?

Answer: We are open to this review included as an add on cost item.

25. **Question:** Can you please confirm the total number of employees to be included in the study?

Answer: The County has a total of 1,601 employees. See Section 4 - Background of RFP for detailed breakdown of employee status.

26. **Question:** Are non-benefited PTEs part of the study?

Answer: Yes, these job classifications are included.

27. **Question:** How many unique job titles or job classifications are included in the study?

Answer: 406 job classifications as stated in Section 4 - Background of the RFP document.

28. **Question:** Are the County's existing job descriptions current and accurate?

Answer: Yes, for the most part. There may be a few descriptions that need particular review through this process.

29. **Question:** How many job titles require an FLSA review?

Answer: Refer to question #14

30. **Question:** What is the anticipated start date of the project and is there any flexibility in the start date?

Answer: Preferably January 1, 2023. There may be slight flexibility in start date.

31. **Question:** Has the County established a budget for this project? If so, will that amount be shared with bidders?

Answer: Refer to question/answer #9.

End of Addendum No. 2