

**City of Beaufort
RFP 2021-113
Employee Compensation Study
Addendum 3
Questions and Answers**

- 1. When was the last time you had a Compensation and Classification study done?**
2017
- 2. Did a consultant perform this study?**
No, It was performed in-house by the Human Resource Director
- 3. Do you need Job Descriptions updated?**
No
- 4. Do you need benefits reviewed as part of this study?**
No
- 5. How many employees are being reviewed as part of this study?**
About 175
- 6. Part Time employees should be included in this study?**
We employee about 18 part-times persons, 1-2 admin folks, the rest split between the Fire Department and Police Department.
- 7. Will the City provide a preliminary list of job titles and classification to prospective bidders?**
Yes.
- 8. How many job classifications / titles are associated with the number of employees?**
Roughly 80.
- 9. Do you have a projected budget range for this project?**
The RFP does not include a budget amount. The bid is competitive in nature, cost is a factor of proposal evaluation.
- 10. Do you have a projected timeline for this project?**
As noted in the RFP, 60 days post contract completion.
- 11. Where can the required Price Summary Form be found?**
The Price Summary Form referred to is simply your quote for the project.
- 12. Do you have an idea of your current turnover rate?**
Turn-over rate is department dependent. Most of the turn-over happens in the Fire Department and Police Department and varies greatly from month to month.

13. Do you have current job descriptions for each position included in the study?

Yes

14. What is your current hiring practice when determining compensation? For example, some municipalities may add 5% to their minimum range.

Hiring practices and compensation are position dependent. Department heads adjust offers based on the qualifications.

15. I noted the project timeline for study completion is approximately 60 days. A typical classification and compensation study of this scope takes several months (to meet our service and quality protocols for final deliverables). If aggregate market information is available within 60 days of contract signature, does the City have timeline flexibility for the remaining project deliverables?

Yes, that can be discussed.

16. Does the City currently use a job evaluation system? If so, what system is it?

No job evaluation system is used at this time.

17. Where can the Small/Women-Owned/Minority Business Enterprise Form that the General Terms and Conditions specifics must be completed and attached be found?

The Small/Women-Owned/Minority Business Enterprise Form is included on the City website, General Terms and Conditions, page 10. Cityofbeaufort.org/166/General-Terms-Conditions