



## **ADDENDUM # 1 SOLICITATION RFP# 2021-22**

### **Classification and Compensation Study**

This addendum is being issued to announce, revise, clarify and address questions or certain issues that have occurred since the solicitation was originally issued. This addendum will also provide the link to the public bid opening.

All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Contractor. It is the Contractor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed by noting the total number of addenda on the Signatory Sheet (e.g. Addenda 1 of 1). Failure of a Contractor to acknowledge each addendum may prevent the bid from being considered for award and deem the Contractor as non-responsive.

#### **Q & A**

Question 1: How many employees are to be included in the study? How many unique positions/job classes/job titles are there?

**Answer 1: There are 144 employees (134 full time and 10 part time). There are 87 job classifications/job titles.**

Question 2: Can you estimate how many supervisors and department heads are to be included in the scope of the study?

**Answer 2: There are 20 supervisors and 8 department heads.**

Question 3: The RFP requests a Town license. Can you identify the costs for the license?

**Answer 3: See the Town of Bluffton Master Fee Schedule here:**

**<https://www.townofbluffton.sc.gov/DocumentCenter/View/435/FY-2021-Master-Fee-Schedule-PDF>**

Question 4: Have you had previous outside consulting classification and compensation study? If so, can you indicate when and by whom? What was the professional fee structure?

**Answer 4: The last study was conducted in 2016 by a firm called Springsted. We will not disclose their professional fee structure.**

Question 5: Has the Town budgeted for the project? If so, are you able to indicate an amount?

**Answer 5: Yes the Town has budgeted for the project but will not disclose the amount. Our pricing requests a bottoms up price build up to make comparisons as equitable as possible.**

Question 6: Do you need job descriptions updated? Do you need benefits reviewed as part of this study?

**Answer 6: The Town may need some job descriptions updated. We do not need a benefits review.**

Question 7: Do you have a projected timeline for this project? What is the anticipated award date?

**Answer 7: It is anticipated that this contract would be awarded in December for a January commencement. Work should be completed by March.**

Question 8: Is there a preferred number of classifications that the Town wants benchmarked for the salary survey? Does the Town want a comparison of benefits with peer organizations as part of the study?

**Answer 8: There is not a preferred number. We do not want a comparison of benefits.**

Question 9: Is the Town requesting a Fair Labor Standards Act analysis of all job titles?

**Answer 9: The Town is not interested in an FLSA analysis.**

Question 10: Does the Town currently utilize a job evaluation system to maintain internal equity? If not, is the Town interested in implementing a job evaluation system?

**Answer 10: The Town does use a job evaluation system but would be interested in recommendations on a new one.**

Question 11: Can you please confirm if we are using both public and private sector surveys for comparison in the market survey? Private sector companies rarely respond to custom surveys so (this vendor) utilizes reputable published sources to represent the private sector. Is that an acceptable alternative?

**Answer 11: The Town is interested in public sector surveys only.**

Question 12: Does the Town want the consultant to develop recommendations regarding pay policies? Does the Town want the consultant to provide assistance with training? Does the Town want the consultant to recommend adjustments to benefits as a result of the market study?

**Answer 12: Yes the Town does want the consultant to develop recommendations regarding pay policies. There is no interest in training assistance or benefits adjustments.**

**All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this solicitation or their response at any time during the solicitation and award process. Any such contact may be cause for rejection of your submittal.**