



ADDENDUM #1

RFQ No:	2021-20
RFQ Title:	Compensation Study and Analysis
Questions Deadline:	January 12, 2022 at 12:00pm (CT)
RFQ Due Date:	January 20, 2022 at 12:00pm (CT)

Addendum #1 is issued by the ChildCareGroup Procurement Office. Please see the following for changes/additions/deletions/or clarifications to the specifications:

CLARIFICATIONS

Q1. We are seeking clarification around desired timeline. What is the desired due date for project completion after acceptance of proposal?

A1. 60 days from contract execution.

Q2. How many positions need to be benchmarked in each market? Or will all 111 need to be benchmarked in every market?

A2. The majority of the 111 unique positions are in the major metropolitan market of the Dallas area. Only a few positions will need to be benchmarked in our secondary markets of Waco, TX and Beaumont/Port Arthur area.

Q3. Does CCG have updated current job descriptions for all 111 active unique positions? If not, Does CCG require the consultant to update job descriptions?

A3. We have job descriptions for most of the positions, however we may need to create new ones and modify others.

Q4. What is the primary method used to determine how positions are assigned to pay grades?

A4. Historically, this has been handled by 3rd party consultants. We would write the job description, consider the level of responsibility for the role, evaluate the KSAs needed to perform the essential functions and then place the position into a comparable pay grade to similar or like positions.

Q5. As part of the scope of work to review current compensation practices – does CCG wish to conduct a pay equity analysis?

A5. Yes

Q6. What salary survey does CCG participate in?

A6. None

Q7. Does CCG expect the consultant to engage with any internal committees or ERG's during this review?

A7. No

For Questions regarding this addendum contact:

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