

**PURCHASING
AND MATERIALS
MANAGEMENT**



**City of Myrtle Beach
SOUTH CAROLINA**

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**Addendum #02
July 21, 2021
RFP 22-R0002
Compensation and Classification Study**

The purpose of this Addendum #02 to RFP 22-R0002 for Compensation and Classification Study, dated July 12, 2021, and previously amended on July 19, 2021, is to answer the following questions:

1. Presuming we bid over \$25,000, is a bid bond required to be deemed responsive to this RFP?

No bid bond is required for this RFP. This was clarified in the first addendum.

2. The RFP states that there are 990 full time and 250 part time positions. Are all of these positions included in the scope of the study?

We have approximately 250 FTE classifications, and we would like all classifications to be reviewed.

3. Has the City conducted a similar study in the past? If so, when was the study and were the results implemented?

The last study was conducted during the 2016 - 2017 fiscal year. Only a few selection position classifications were reviewed.

4. Does the City currently use a job evaluation methodology, and if so, what is it?

We use the competency sheet for each position as provided by the Human Resources/Organizational Development Office.

5. Does the City have an established list of peer organizations used for market comparisons?

Various departments have used different cities for their own individual benchmarking.

6. Please confirm the scope of study does not include public safety?

Yes, the scope of this study does include public safety.

7. Are the current job descriptions considered accurate from the perspective of employees, management, and supervisors?

Current job descriptions are in need of updating.

8. Is the City open to employees completing job questionnaires in order for the consultant to collect job information?

Yes, the City is open to employees completing job questionnaires in order for the consultant to collect job information.

9. The RFP states a timeline of 6 months to complete all the meetings. In our experience, these projects require closer to 9 months for a City of comparable size and scope of work. Is the City open to a longer timeline that would be required to ensure collection of all information and time for the necessary discussion and decisions?

The goal is a timeline of 6 months. However, if an Offeror feels that a proper study may take longer, then that information should be detailed in their proposal for team review and evaluation.

Proposals are due no later than Monday, July 26, 2021 at 2:00PM (local time.) No electronic submissions will be accepted. The City is not responsible for late or misdirected mail.

Thank you,
City of Myrtle Beach
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