

Town of Summerville

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REQUEST FOR PROPOSALS

Proposal Title: Classification & Compensation Study

Closing Date & Time: Friday, March 24, 2017 – 12:00 PM EST

ADDENDUM #1

1. Approximately how many job titles do the employees fall within? **124**
2. Are any of the job titles covered by a union or bargaining agreement? **No. The Town Administrator and Town Attorney are on a contract.**
3. Regarding the interviews, our experience has shown that it is much more cost effective to conduct interviews only as necessary (since information gathered via our questionnaires is comprehensive and generally allows an objective, complete analysis). Can responses simply include interviews on an “as necessary” basis rather than planning to interview every job title? **Yes, if indicated.**
4. Regarding performance appraisal, do you want respondents to include training and introductory sessions for the new process? If so, for all staff or just supervisors? **No**
5. What is the Town’s desired schedule for completion? **September 1, 2017**
6. Can the Town share its approved budget for this project? **No**