



**COMPENSATION AND PAY CLASSIFICATION PLAN STUDY
QUESTIONS AND ANSWERS
10/28/22**

1. Is the scope of this RFP the same as the City's 2018 RFP?
Yes.
2. Was the 2018 study implemented and successful?
Yes.
3. Were new descriptions provided in the 2018 study?
Yes.
4. Does the City have a current method for evaluating and placing jobs? If so, could you provide a brief explanation? Does the system have a name?
Yes. A department head/supervisor completes a job review form to justify why a position needs to be reevaluated and routes it to HR. If approved by HR, the department head/supervisor or the current employee in the position completes a job assessment form and routes it to HR. HR then enters the results of the job assessment form along with current market analysis data into an online tool, which then calculates the suggested mid-range of the position to slot it to the proper grade in the current pay plan. System name may not be mentioned.
5. How many on-site visits would you anticipate? Any COVID limitations or restrictions in place?
Up to ten (10) on site visits. No COVID limitations are in place except to follow physicians' orders if isolation is required due to a positive case.
6. Would proposer interviews be conducted virtually?
Yes, that would be an option.
7. In terms of evaluating proposals, how much weight is given to Alabama experience?
Not a requirement, but it is a plus.
8. Has the City established a budget for this project? If so, can you indicate the amount?
Between \$50,000 - \$60,000.