

ADDENDUM

Posted Date: November 27, 2023

Solicitation No.: 24-27

Solicitation Name: Compensation and Classification Study

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced solicitation. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases, or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.

1. **ATTACHMENT: NONE**

2. **QUESTIONS/ANSWERS**

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| 1. | How many current job titles/classifications are there? |
| Answer | There are approximately 550-600 job classes for the school district. 90 of those are for teacher roles (ex. 1 st grade teacher, 2 nd grade teacher etc.) |

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| 2. | The project scope includes the analysis of “current payroll/work calendar schedules and procedures”. This seems to request a staffing, workload, and scheduling analysis. In our experience, this should be a separate study. |
| Answer | |

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| 3. | Is HCS open to completion of questionnaires by staff to collect accurate job information or are the current job descriptions considered up to date? |
| Answer | HCS requests the vendor shall work with the School’s Finance and Talent teams to conduct a salary and classification survey/review in order to implement a total compensation plan structure for the District’s workforce which will provide both internal and external equity including the length of work calendars in order to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and compensation and classification recommendations. The study shall also analyze compensation amounts, current payroll/work calendar schedules and procedures, supplemental stipends for additional roles such as coaching or leadership, benefits, annual leave days, and unpaid and paid holidays. Proposers are encouraged to outline their offering via the submitted proposal. |

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| 4. | Does HCS want the consultant to provide assistance with implementation beyond the recommendations related to communication? |
| Answer | HCS requests the vendor shall work with the School’s Finance and Talent teams to conduct a salary and classification survey/review in order to implement a total compensation plan |

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| | structure for the District’s workforce which will provide both internal and external equity including the length of work calendars in order to establish a classification system that accurately describes the duties, knowledge, skills, abilities and minimum qualifications required for each job class, to determine and implement a program of accurate job descriptions based on job analysis, and to develop a maintenance program for job descriptions and compensation and classification recommendations. The study shall also analyze compensation amounts, current payroll/work calendar schedules and procedures, supplemental stipends for additional roles such as coaching or leadership, benefits, annual leave days, and unpaid and paid holidays. Proposers are encouraged to outline their offering via the submitted proposal. |
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| 5. | Is there any flexibility in the project deadline of June 30, 2024? |
| Answer | Not at this time. |

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| 6. | HCS would allow consultants to submit proposals via email instead of hard copy and USB flash drive? |
| Answer | Proposers shall submit one (1) original hard copy (clearly marked as such), one (1) “copy”, and one (1) electronic version on a USB flash drive containing the proposal submittal in an unlocked PDF format |

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| 7. | Will HCS accept electronic signatures in lieu of original ink? |
| Answer | Yes. Electronic signatures can be used in lieu of original ink. |

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| 8. | Has HCS established a budget for this project? If so, will that amount be shared with bidders? |
| Answer | HCS anticipates the associated current value to be between \$100,000 and \$200,000. |

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

STEVEN HODGEN

Steven Hodgen
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