



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Rebecca Johnson, CPPB, Purchasing Agent
RFP: Classification & Compensation Study (RFP #PUR1018-072); Dated: October 15, 2018
Subject: Addendum #1 (2 pages)
Date: October 22, 2018

The following questions and/or clarifications were asked relative to the above-listed Request for Proposal. This memo is sent for clarification to all companies to whom the RFP was sent.

Question: It appears based on the Recommendation for Award date and the Initial Term of the contract that it is slated for an approximately 4-month timeline. Is there flexibility in this completion date, as our experience has shown that a comprehensive study for an organization the size of Cedar Rapids is likely to take longer than that?

Answer: The City may have flexibility on the timeline. Please provide proposed timeline in your proposal submittal.

Question: We see that the study is to include only non-bargaining unit positions (338). How many employees does that encompass? Are any of the employees or job titles sworn police and fire (command staff, for example)?

Answer: The study encompasses approximately 450 regular employees, as well as positions for approximately 470 temporary seasonal employees throughout the year. The study does include command staff for the Police and Fire Departments.

Question: What involvement will the Boards or Commissions have in the project? What will their role be in implementation of study results?

Answer: The four (4) commissions that have employees included in the study will be consulted prior to implementation.

Question: How many FLSA reviews does the City anticipate?

Answer: The City anticipates the consultant will propose a classification method, and that FLSA reviews will be completed on each position in the proposed method.

Question: Who will be on the committee to create a formal compensation philosophy?

Answer: The committee will consist of the Deputy City Manager, Human Resources Director, Assistant Human Resources Director, and Finance Director.

Question: Will any elected officials be involved in the formal adoption of the compensation philosophy, since there will inevitably be a financial component to achieve the desired competitive position?

Answer: Elected officials will be consulted prior to formal adoption.

Question: What is the City's approved budget for this project?

Answer: A specific budget amount has not yet been determined for this project. The City is asking consultants to provide a proposed budget within their proposal submittal.

The Purchasing Services Division will accept written questions regarding the Request for Proposal until 3:00 p.m. CDT on Friday, October 26, 2018. Fax (888) 815-3659 or e-mail (r.johnson2@cedar-rapids.org) all questions to Rebecca Johnson. Any and all questions will be responded to in the form of written addenda to all Proposers. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Friday, November 9, 2018 before 3:00 p.m. CST.