



ADDENDUM #2

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 #2 (3 pages)
Date: October 29, 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: 3.4.1 Ownership: What is the City specifically expecting to receive as part of this project as it relates to sole ownership of material/documents? For example, unless a custom private-sector survey is conducted, much of the private sector data is based on copyrighted survey sources. Further, many of the documents/spreadsheets used in our projects are part of our core infrastructure and would be considered our intellectual property.

Answer: Any exceptions to the language in the City's RFP shall be indicated in your proposal submittal.

Question: 4.1 Background: In Addendum #1, the City clarified that the 338 jobs include both regular part/full-time non-bargaining unit jobs as well as temporary seasonal jobs. Since the markets for these two segments are likely to vary, can the City clarify the number of part/full-time non-bargaining unit jobs as well as the number of temporary seasonal jobs.

Answer: There are approximately 30 temporary/seasonal job classifications. The remaining are part/full-time non-bargaining job classifications.

Question: Does the City intend for the Consultant to conduct both a public sector survey and a private sector survey regarding compensation, including benefits?

Answer: The City would like relevant public and private sector information included in the compensation study to provide a holistic market review of similar positions to enable the City to remain competitive with compensation and benefits.

Question: If a private-sector survey is desired, is it intended to be a local survey or is it intended to have a larger footprint?

Answer: Relevant public and private sector information should be included. The Consultant can propose how to identify relevant compensation study information, including benefits.

- Question:** Is the City willing to share survey results with the respondents? (doing so will likely increase participation)
- Answer:** Yes
- Question:** Section 4.3.1 (c) indicates that the selected firm is to review and update all job descriptions. Is your intent for the selected firm to simply identify Fair Labor and Standards Act status (exempt vs. nonexempt) or to update essential duties and key responsibilities of each of the positions?
- Answer:** The City would like the essential duties and key responsibilities reviewed, in addition to FLSA status.
- Question:** It appears the Yarger, Decker & Thomas firm conducted a full comparable compensation study in 1996. What benchmarking sources were used, and has the City utilized any additional sources to internally maintain the current classification and compensation system?
- Answer:** The City does not currently have a system in place to maintain the classification system. The benchmarking sources used in the 1996 study are not readily available.
- Question:** Section 4.3.2 (d) indicates that a comprehensive compensation survey is to be developed and conducted. Is it your intent that the selected firm independently develop, administer and collect survey data with a survey tool specifically designed for the purposes of this engagement or utilize already published survey data to benchmark competitive compensation?
- Answer:** The City is open to reviewing either option. Consultants should propose what they deem is the most effective method for benchmarking competitive compensation.
- Question:** Section 4.5 outlines the requirement regarding relevant experience (i.e. cities similar in size to Cedar Rapids). However, within the proposal evaluation criteria section 5.2.1 item (c) and (d) other public entities and municipalities appear to be acceptable references as well, and account for a substantial portion of the evaluation score. To be competitive, many organizations must benchmark outside of their industry to ensure they are competitive in their marketplace. Will references similar in scope and complexity outside of city references be valued as much as municipality references?
- Answer:** Yes, references similar in scope and complexity outside of city/municipality references will be valued similar to city/municipality references.
- Question:** Addendum #1 outlines involvement from the four (4) commissions that have employees included in the study as well as the committee involved in the development of the compensation philosophy. Can you please identify who will be on the proposal evaluation and award team?
- Answer:** The evaluation team will consist of the Deputy City Manager, Finance Director, Human Resources Director, and Assistant Human Resources Director.

Question: How many unique job titles will be included within the scope of the project?

Answer: There are approximately 338 unique positions.

Question: Does the Pricing Submittal Form need to be separate (as in a separate envelope) from the technical proposal?

Answer: No, the Pricing Submittal Form can be included in the technical proposal with the other submittal forms (Tab 5.0) as indicated on page 13 of the RFP.

Question: Has a budget been established for the project? If so, can you indicate the amount or expected range of cost?

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.

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.