



**RFP: Classification and Compensation Study
and Benefits Survey
200713-102**

ADDENDUM 1 - Questions and Answers

July 23, 2020

NOTICE: The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

QUESTIONS AND ANSWERS

Question 1: Is there any flexibility in the date by which the County would like to have the study completed?

Answer 1: Yes, there is flexibility up to a 3-week extension (Jan. 13th, 2021)

REVISED PROPOSED SCHEDULE

Activity	Deadline Date
Advertisement of Request for Proposal	July 13, 2020
Deadline for submission of questions	2:00 pm EST, July 21, 2020
Answers provided to questions	July 23, 2020
Deadline for submission of proposals	2:00 pm EST, July 30, 2020 Pender County Human Resources, ATTN: Jennifer Kimler By Mail: PO Box 5, Burgaw NC 28425 By Courier: 801 S. Walker Street, Burgaw NC 28425 Electronic copy: jkimler@pendercountync.gov
Award of Contract	August 17, 2020
Completion of Work	January 13, 2021

Question 2: Are the County’s classification descriptions up to date?

Answer 2: Classifications would need to be evaluated and updated.

Question 3: Due to the ongoing Coronavirus pandemic, will the County accept electronic submissions only or does the County still require a hard copy proposal submission?

Answer 3: The County will not require a hard copy of the proposal submission due to COVID-19.

REVISED INSTRUCTIONS FOR SUBMITTING PROPOSALS

FIVE (5) **OPTIONAL** HARD COPIES AND ONE ELECTRONIC COPY OF THE PROPOSAL MUST BE RECEIVED UP TO THE HOUR OF 2:00 PM EST, THURSDAY, JULY 30TH, 2020.

Emailed/Sealed proposals must be received by the Pender County Human Resources Department no later than 2:00 pm EST on July 30th, 2020. **Optional** hard copy proposals may be mailed or hand-delivered to:

Pender County Human Resources, ATTN: Jennifer Kimler
By Mail: PO Box 5, Burgaw NC 28425
By Courier: 801 S. Walker Street, Burgaw NC 28425
Electronic copy: jkimler@pendercountync.gov

Label “**RFP # 200713-102: Classification and Compensation Study and Benefits Survey 2020**”

TIMELY **ELECTRONIC/EMAILED SUBMISSION ONLY IS ACCEPTABLE DUE TO COVID-19.**

It is the bidder’s responsibility to ensure the bid is received prior to the bid acceptance time. Late bids will not be accepted. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

Question 4: Are the job descriptions up to date and accurate? If not, Does the County want the consultant to update job descriptions?

Answer 4: Yes, the County does want the consultant to update the job descriptions.

Question 5: Does the County currently utilize a job evaluation system to maintain internal equity? If not, is the County interested in implementing a job evaluation system?

Answer 5: The County currently utilizes a job evaluation manual but would be interested in implementing a new job evaluation system.

Question 6: Does the County anticipate the use of a custom survey or will data be accessed through information available through peer websites/other sources?

Answer 6: The County is open to either option as long as the data is from July 1,2020.

Question 7: Due to COVID-19, our staff is currently working remotely. Per the RFP, we understand electronic copies are to be emailed and 5 hard copies are to be sent via courier. Will the County accept the proposal via email exclusively in lieu of hard copies?

Answer 7: The County will not require a hard copy of the proposal submission due to COVID-19. See updates in Answer 3.

Question 8: Does the County have a budget amount for this project?

Answer 8: Yes, the County has a budget for this project.

Question 9: Could you please confirm that you are requesting a classification and compensation study (not a custom survey) for “comparable local governments and private employers in various markets for which the County competes for labor supply. Whether the County is looking for us to create a survey in Survey Monkey or some other tool and send it to a list of similar organizations to collect comp data, or whether the data already exists for other Counties/Towns/organizations similar to the charts that you included at the end of your RFP. Stated a different way, which of the following options aligns with your request: Option A: Proposer and the County collaborate to create a list of organizations with which to compare the County’s comp data. Proposer creates a survey in Survey Monkey and distributes that survey to the list of organizations. Proposer uses the resulting data to do the comparison with County compensation. Option B: Proposer and the County collaborate to create a list of organizations with which to compare the County’s comp data. Proposer finds data on these organizations (already existing) such as Pay & Classification Plans and Salary Schedules. Proposer then uses that data to do the comparison with County compensation. Option C: Perhaps a combination of Options A & B?

Answer 9: Yes, the County is requesting a classification and compensation study and is open to either option as long as the data is from July 1, 2020.

Addendum 1 is being issued to further clarify and specify all services sought from the successful proposer, to notify that only an electronic copy of the proposal is acceptable, and to extend the date for completion of the project. – END –