



RFP: Classification and Compensation Study and Benefits Survey

200713-102

ADDENDUM 2 – Modification of Scope and Extension of Due Date

July 29, 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.*

In an effort to be more cost-effective Pender County is amending this RFP.

Items that are being removed from the initial request are:

- (Scope of Services 4-j) Fair Labor Standards Act (FLSA) designation for each job title/classification.
- (Scope of Services 4-k) Class/position descriptions in a standardized format that include at a minimum a classification summary; listing of essential duties; required education, training, and experience; and required knowledge, skills, abilities (KSAs) for each position class.

In addition, Pender County requests the following work to be quoted separately from the remainder of the RFP.

- (Scope of Services 6) Provide a procedure manual and training for Human Resources staff (approximately 4) enabling them to maintain the recommended classification and compensation plan. This includes the methodology for position grading or “pointing.” All data and forms will include position questionnaire forms, position grading or pointing worksheets (paper or electronic), raw data, electronic databases, etc. This will be provided to Pender County HR to assist in the understanding and training of the position grading, pointing methodology, or system.

With consideration to this addendum, we have added an opportunity for additional questions to be submitted/answered, as well as extended our submission deadline to 2:00 pm EST on August 6th, 2020.

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 additional questions	2:00 pm EST, July 31, 2020
Answers provided to additional questions	August 3, 2020
Deadline for submission of proposals	2:00 pm EST, August 6, 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

Addendum 2 is being issued to modify the scope of services, allow for additional questions and to extend the date for responses to the RFP. – **END** –