



# RFP: Classification and Compensation Study and Benefits Survey

# 200713-102

## ADDENDUM 3 - Questions and Answers

August 3, 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.*

### 2<sup>nd</sup> ROUND OF QUESTIONS AND ANSWERS

**Question 1:** With respect to quoting the procedure manual and training item separately from the remainder of the RFP, does the County wish us to prepare a separate document/proposal for this service, or can we provide the separate quote within the overall proposal we submit?

**Answer 1:** You may provide the separate quote within the overall proposal.

**Question 2:** How can we modify our bid to meet the new request? Our hard copies were mailed out yesterday in order to meet the original deadline. Will we need to send a new set of hard copies or will an updated electronic copy emailed to you suffice?

**Answer 2:** No need to send new hard copies, emailed electronic copies will suffice.

**Question 3:** As you know, I sent you our proposal yesterday to meet the old deadline. Can we resend a new proposal that meets these new requirements and the extended date in Addendum #2

**Answer 3:** Yes you may resend your updated proposal even if you've already submitted one

**Question 4:** Are proposals are now due August 6th at 2:00 PM EST?

**Answer 4:** Yes, that is correct.

**Question 5:** Can proposals can be provided directly to you via email?

**Answer 5:** Yes, that is correct.

**Question 6:** Can you indicate the budget amount that the County has established for the project, or expected range of cost?

**Answer 6:** This project is prioritized for funding, but a specific amount has not been established.

**Question 7:** We have already sent in physical copies of the proposal we made, which should be reaching you soon. Addendum 2 does not change our proposal very much. We will still offer the services listed in Scope of Services 4-j and 4-k, and we already offer the service in Scope of Service 6 free of charge. Since the physical proposal we sent in is only in need of minor alterations, we were wondering if it were possible to email you a document acknowledging our receipt of Addendum 2 and an updated Costs page which states that the manual and training for Human Resources staff will be provided free of charge.

**Answer 7:** Yes, that will be fine.

*Addendum 3 is being issued to further clarify and specify proposal structure, deadlines and submission requirements.*

**– END –**