

ADDENDUM NO 01
CITY OF FAIRHOPE
To
RFQ NO. PS010-11
PROFESSIONAL CONSULTING SERVICES FOR COMPENSATION AND JOB CLASSIFICATION
STUDY

FOR THE HR DEPARTMENT

The bid documents for this Bid shall be amended, revised and changed in the following particulars:
Answers from Fairhope Personnel Board members

Questions from prospective vendors:

Question #1

Job Descriptions:

- * Do you currently have job descriptions and are they up-to-date?
- * If the job descriptions are not up-to-date, is it your thought that the consultant would collect fresh job-related information? Our typical approach would be to develop a job analysis questionnaire which all employees would complete and which would serve as the job documentation utilized throughout the rest of the project and going forward. Would questionnaires be an appropriate approach for what you were envisioning?
- * Can you share with us a report that outlines all the positions to be reviewed?

Answer #1

Many job descriptions have been updated, but they are not complete. They are more incumbent focused rather than job content focused. Much information can be gleaned from what we already have, but a questionnaire would certainly yield better final results.

Question #2

Market Study:

- * In our proposal, we will speak to the practice that Mercer adopts for determining comparable agencies. However, we would like to collect from you those agencies that you historically have considered as peer organizations for other studies so that we can ascertain if they are participants in Mercer surveys that will be used for this component of the project.

Answer #2

Yes we can once the contract has been awarded. General information about Fairhope includes: we are a management represented city of about 19,000 population with 351 city employees and three city owned and operated utilities.

Question #3

Compensation Plan:

- * Can you provide us with copies of all the policies related to pay practices and guidelines?

Answer #3

We have developed many job descriptions, however they are not formalized process i.e.,; Hay. We have many positions, however these were developed without structure. We already know that the number of positions can be reduced considerably. Once the consultant has been selected, we plan to work closely with the Consultant.

Question #4

Do we have to submit a copy of our license to do business in the state of Alabama with our proposal or can we send that in if we are selected to do the requested work?

Answer #4

Please include a copy with your proposal.

Question #5

Will we be penalized if we are not a minority vendor in the State of Alabama as we are a minority in 12 other states but not in Alabama?

Answer #5

No.

Question #6

As long as we include all requested information in our proposal can we use whatever format we chose? The reason I ask is that there is different information listed that we are required to submit according to the RFQ requirements (page 4) and the format (page 5) so it is difficult to know how to organize our response.

Answer #6

The information requested on page four is the meat of the proposal. Use the format on page 4 and include the info asked for on 5 under the relevant topics of page 4.

Question #7

Can we include our proposed staffing chart along with our proposed staff's bios in the same chapter?

Answer #7

Yes.

Responders are to sign and include signed Addendum No.1 with submitted bid documents.

Acknowledged:

_____ Company

_____ By

Daniel P. Ames
Purchasing Manager
City of Fairhope
Posted: 05-23-2011