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**REQUEST FOR PROPOSALS**  
**BID #1112-159**

September 20, 2012

Addendum No. 1

Please make the following additions/changes to the above referenced project.

At Section 5.1.3.1 (D) Change the last sentence of the paragraph to read: "It is expected the work will commence after October 18, 2012 and be completed no later than 6 months after that date."

The following questions were received:

1. Question: Can we submit a cover letter? if so, will it count against the 30 page response limit?

Response: Yes, you can submit a cover letter and it will not count against the 30 page response limit.

2. Question: If we include resumes in the Appendix will they count against the 30 page response limit? If they do count, can we just include summary resumes?

Response: Yes, you can include resumes in the Appendix and they will not count against the 30 page response limit.

3. Question: Does the Position description Questionnaire that we are required to include a copy of count against the 30 page response limit?

Response: No, the Position Description Questionnaire does not count against the 30 page response limit.

4. Question: Does the City want all positions benchmarked (i.e., 236) for purposes of conducting the salary survey? If not, how many benchmark positions would the City like to be included in the salary survey?

Response: Yes, the proposal should include benchmarking all classifications.

5. Question: Can you confirm if the City is requesting a base salary or total compensation study (medical, dental vision, retirement, etc)?

a. If base salary, what is meant by, included in the survey will be the benefit structure for the selection agencies?

Response: Salary study, not including benefits.

a. That is an error and that sentence should be removed.

6. Question: Does the City have a particular number of labor market agencies that you would like to survey? If so, how many?

Response: This needs to be determined by the consultant based upon the consultant's expertise in the field of compensation studies. As stated in section 3.1, the survey should take into consideration the "regional labor market".

7. Question: Does the City want all the classifications included on the position allocation spreadsheet surveyed? Or just identify benchmark Classifications

Response: Yes, all classifications should be looked at, including whether or not the position is classified correctly in accordance with FLSA guidelines.

8. Question: Who (title) will be designated as the City's project representative?

Response: Human Resources Director

9. Question: Does the City have an identified budget? If so, what is the budget for this project?

Response: No identified budget.

10. Question: Regarding "clearly outlining promotional opportunities" (as described in the second paragraph of Purpose and Objectives), what deliverable does the City anticipate?

Response: Review the classification system and make suggestions on job classifications which would include promotional opportunities for that classification.

11. Question: Regarding recommendations for "staff alignments, reporting relationships and organizational structure" what deliverable does the City

anticipate? Does the City want these to be priced separately (i.e. as optional or variable services)?

Response: Review the classification system and make suggestions on changing the job classifications including the reporting structure, if necessary. This can be priced separately, but this is a large part of the reason why the City is requesting the study. Again, the objective is to have a credible Classification and Compensation Plan that recognizes the changes that have occurred over the years.

12. Question: What process or methodology does the City currently use to establish internal equity among the positions? Does the City intend to change this methodology or use the existing placement of positions in creating the new compensation structure(s)?

Response: The City does not have a process and is seeking assistance in establishing a process.

13. Question: Are the City's existing job descriptions current? Regarding the creation of new job descriptions, is it acceptable to price this as an optional/variable service so that the City can identify the specific number to be written rather than pricing all job descriptions up front?

Response: Some of the job descriptions are current, most are not. Yes, it can be priced as a separate option.

14. Question: What is the purpose of returning PDQs to employees following supervisor, manager, and/or director review and comment? How long does the City anticipate that these would be held by employees after this review process before they are sent to the successful firm?

Response: If changes are made by the supervisors or managers, they need to be discussed with the employee. The City will work with the successful firm to make a determination on the length an employee will have to review the changes, but probably not more than 5 days.

15. Question: How many job titles does the City anticipate including in interviews and/or job audits?

Response: The City would like all job classifications to be reviewed.

16. Question: How many job titles does the City anticipate conducting FLSA reviews for?

Response: The City would like all unclassified (Unc), FLSA exempt positions, to be reviewed, but job titles with manager, supervisor or lead should also be reviewed.

17. Question: It appears that the City has included in Attachment A well beyond 200 job titles. Our experience has shown that including that many jobs in the actual salary survey document limits the response rate, as it becomes very difficult to convince benchmark organizations to take the time to complete it. Is the City instead open to selecting benchmark positions for purpose of creating the salary survey document?

Response: The City will listen to best practice suggestions by the firms selected for interviews, however, a compensation study has not been conducted by the city in over 10 years.

18. Question: What benefits does the City anticipate including in the survey?

Response: The survey should focus on compensation, not benefits. The City does not anticipate changes to its benefits. However, the selected firm may be asked to review the amount that is paid for dependent medical, dental and vision coverage by surrounding jurisdictions.

19. Question: In addition to collecting range minimum and maximum values, is the City open to using actual salaries (in addition to range spreads calculated using the minimums and maximums) in the creation of proposed compensation structures?

Response: Yes

20. Question: Please confirm that you do not currently have a step plan (as indicated in the introduction) but that the City has made a policy decision to implement a step system (as described in B. Compensation Survey #4).

Response: The City does not have a step plan, just a range for each classification (excluding Fire which is not part of the survey). The City has not made a policy decision to implement a step plan, but will listen to ideas

provided by the selected consultant if the consultant believes it is in the City's best interest.

21. Question: In C. Study Conclusion, #3, there is a reference to four meetings with employees. Other than the initial meeting to explain the process and distribute the PDQ (which are accomplished in one meeting), what additional meetings does the City anticipate with employees?

Response: The labor groups may ask for additional meetings which cannot be anticipated at this time.

22. Question: In the Work Schedule description, it indicates the work is to be completed by June 30, 2012. What is the actual date that the City anticipates having the study completed?

Response: That was an error. The study should be completed within six months.

23. Question: What is the anticipated budget for the project?

Response: See Response to Question 9.

24. Question: The RFP mentioned that sworn positions in the Fire department will not be included. Does the City desire to include sworn staff from the Sheriff's office.

Response: Yes

25. Question: Is the City requesting a Point Factor Systems?

Response: The consultant needs to provide a proposal that he/she believes is the best system to be used to create an appropriate classification and compensation plan for Carson City. The RFP does not require the use of a particular system.

26. Question: Can you explain what the City is looking for regarding the two paragraphs below:

Describe the way in which the work product will be structured and presented upon completion. Include computer and software compatibility information.

To be considered, consultant must be a full-service consulting firm with expertise in the use of automated job evaluation and compensation software. The consultant should be able to demonstrate that its job evaluation and compensation system has been successfully implemented in at least three large-scale operations.

Response: If the consultant does not use a software system program, then the consultant would not need to include software and hardware compatibility, or explain the system. The consultant will be required to explain the system the consultant intends to use to conduct the study and implementation.

End of Addendum No. 1