



ADVERTISEMENT for CONTRACTUAL SERVICE

RFP - CITY CLASSIFICATION STUDY - 091724

ADDENDUM No. 1

OWNER'S BID PROPOSAL FORM

OWNER: City of Clarkston
1055 Rowland Street
Clarkston, GA 30021

PROJECT: City Classification Study

DATE: August 21, 2024

BID #091724 is hereby revised as instructed throughout attached ADDENDUM No. 1.

This Addendum forms a part of the contract documents and modifies the original bid documents. The following items shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents.

No	Question/Answer	Question Date
Q1	<p>Question: Last Comp Study What's the name of the consulting company that completed the last compensation study?</p> <p>Answer: The City has never had a classification and compensation study completed.</p>	08/19/2024
Q2	<p>Question: Number of positions The RFP said the City has 45 positions. Does that mean the City has 45 job classifications and 45 job descriptions? If not, please elaborate.</p> <p>Answer: The City has 45 employees, which means that some positions have more than one employee with the same job title.</p>	08/19/2024
Q3	<p>Question: Number of Employees How many employees does the City have (include full-time, part-time and temporary)?</p> <p>Answer: Currently, there are 44 full time employees and 1 part time employee.</p>	08/19/2024

Q4	<p>Question: Job Descriptions Status Are job descriptions in good shape, or is the consultant expected to create/revise the job descriptions?</p> <p>Answer: The expectation is that the consultant will assist with the creation and revision of job descriptions.</p>	08/19/2024
Q5	<p>Question: Survey Participation Does the City participate in any wage/salary surveys? If so, which ones?</p> <p>Answer: Not at this time.</p>	08/19/2024
Q6	<p>Question: Identification of Comparator Orgs For the custom salary survey, does the City have a list of comparator organizations that they want the consultant to use, or is the City looking for the consultant to identify the comparator organizations for inclusion in the survey?</p> <p>Answer: The City has a list of comparable organizations, but we are also requesting that the consultant identify additional comparable agencies to include in the survey.</p>	08/13/2024
Q7	<p>Question: Benefits Survey? The RFP mentioned that the City wants benefits to be included in the compensation analysis. Does the City want the consultant to conduct a benefits survey in addition to a salary survey?</p> <p>Answer: No benefits survey is not necessary currently.</p>	08/19/2024
Q8	<p>Question: Fiscal Year What is the City’s fiscal year beginning and end dates?</p> <p>Answer: The fiscal year is from January to December.</p>	08/19/2024
Q9	<p>Question: Pay Grades? Does the City currently use pay grades, or is each unique job title assigned to its own pay range?</p> <p>Answer: The City currently does not have a pay structure or pay grade system in place.</p>	08/19/2024
Q10	<p>Question: Number of Pay Plans</p>	08/19/2024

	<p>How many pay plans (pay structures/pay grids) does the organization currently use? If more than one, what employee groups are assigned to each pay plan?</p> <p>Answer: The City currently does not have a pay structure or pay grade system in place.</p>	
Q11	<p>Question: Pay Increase Timing Does the City provide pay increases on the employee’s anniversary date, on a common date for all employees, or based on some other timing? Please explain.</p> <p>Answer: Typically, the City provides a cost of living adjustment (COLA) or an across-the-board merit increase at the beginning of the fiscal year. These increases are determined by the Mayor and Council.</p>	08/19/2024
Q12	<p>Question: FLSA Analysis? Does the City want the consultant to include an analysis of the FLSA classifications of each unique job title?</p> <p>Answer: Yes, the City requests that the consultant include an analysis of FLSA classifications for the unique job titles.</p>	08/19/2024
Q13	<p>Question: Questionnaires Does the City desire that all employees receive a job analysis questionnaire during the job analysis stage of the project, or only on an as-needed basis?</p> <p>Answer: Given that the City has not conducted a classification and compensation study in the past, it would be highly beneficial to undertake a comprehensive job analysis questionnaire for all positions. This process will help us gather essential information about each role, ensuring that our job classifications, compensation structures, and role expectations are aligned with the current needs and goals of the City. By doing so, we can establish a more equitable and competitive compensation system that reflects the true value of each position and supports the overall efficiency of our workforce.</p>	08/19/2024
Q14	<p>Question: Review of Compensation Guidelines</p>	08/19/2024

	<p>Does the City currently have written compensation guidelines that you're looking to have reviewed and updated as part of the project?</p> <p>Answer: The City currently has a classification and compensation plan, along with payroll practices, that will be updated as part of this project and the Employee Handbook's policies and procedures.</p>	
Q15	<p>Question: Maintenance of System After the project is completed and implemented, does the City expect to be able to conduct its own job analysis and job evaluation when new jobs are created and existing jobs require re-evaluation, or will the City prefer to have the consultant to provide that service as part of a maintenance agreement?</p> <p>Answer: The City will conduct job analyses as needed for any new positions to ensure they are accurately classified and compensated from the start.</p>	08/19/2024
Q16	<p>Question: Project Completion Date Ideally, by what date would the City like to have to the project completed, to include any presentations to stakeholders?</p> <p>Answer: November 2024 is when we anticipate the project to be concluded.</p>	08/19/2024