



**SEDGWICK COUNTY, KANSAS**  
**DIVISION OF FINANCE**  
**PURCHASING DEPARTMENT**  
425 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 383-7055

**ADDENDUM 1**  
**#13-0013**  
**CLASSIFICATION AND COMPENSATION STUDY**

February 26, 2013

In order to ensure vendors have access to complete information prior to submitting a response, Sedgwick County issues a written addendum regarding all questions or requests for clarification received. The following questions have been received to date regarding the above mentioned solicitation.

1. In Section F, I, 1, a, the RFP indicates that the consultant would, "Examine and review current employees and existing class specifications". Do you anticipate the use of job questionnaires to document employee job duties, or are you asking the consultant to rely on class specifications only? **Sedgwick County has existing job descriptions or classifications that include position bands/ranges, which may be used for many of the positions to be reviewed. However questionnaires will need to be issued for those positions that do not have existing data.**
2. Our firm does not prepare audited financial statements. Will other supporting financial information/history information suffice to indicate financial ability to manage the project? **As indicated in Section J, a bank reference letter may be submitted with the solicitation response, as an alternative to the audited financial statements.**
3. Has the County developed a compensation philosophy, or do you expect that to be a part of the project? **The County does not currently have a compensation philosophy, and would rely on the contracted vendor for guidance.**
4. Are you interested in a system of evaluation to implement (such as point factor)? **Sedgwick County is not interested in a new employee evaluation system. However, as indicated in Section F.III the vendor will recommend procedures for establishing a position evaluation system that the County can use to evaluate new or modified positions as it relates to classification and compensation.**
5. Are class specifications in good shape? **Job descriptions have been updated within the past 3-4 years for the majority of positions, and provide sufficient information for a high-level summary. The Division of Human Resources is currently working with departments in some of the most common positions to verify if additional updates need to be made.**
6. Does HR have current reclassification requests from managers and supervisors, and if so, can you estimate approximately how many are in HR at this time? **Classification review requests are completed quarterly through the Division of Human Resources, and approved by the Board of County Commissioners. Approximately 5-7 were completed during the most recent quarter.**
7. Is a budget established for the project, and if so, are you able to communicate an amount? **Sedgwick County does not have a specific budget identified for this project, award will be based on review of solicitations received based on criteria indicated in Section I.**

All addendums will be posted to the Sedgwick County Purchasing webpage, <http://sedgwickcounty.org/finance/purchasing.asp> no later than the date and time posted on the request for proposal document. Vendors are responsible for checking the website **and acknowledging any addendum on the proposal response form.**

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Angee Sisco  
Senior Purchasing Agent