



SEDGWICK COUNTY, KANSAS
DIVISION DEPARTMENT
PURCHASING DIVISION

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<http://sedgwickcountv.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
#17-0107
EMPLOYEE COMPENSATION MARKET ANALYSIS
ADDENDUM #2

December 29, 2017

The following is to ensure that vendors have complete information prior to submitting a bid. Here are some clarifications regarding the EMPLOYEE COMPENSATION MARKET ANALYSIS.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. *Is it possible to summarize the difference in scope or focus between this 17-0107 RFP and the RFP from the spring of 2017?*

The spring RFP requested a more comprehensive study, with employee involvement, competency, FLSA and ADA recommendations, as well as development of a step plan for Sheriff, Fire, EMS and Emergency Communications. Additionally a matrix for hiring, promotion and reclassifications was requested. Not included in the previous RFP was a market and benefits study with your recommendations, which is included in this one.

2. *Do you anticipate the inclusion of employees through job questionnaires or do you anticipate limited employee involvement?*

Limited employee involvement.

3. *Are Sheriff's Office and Fire District positions to be included?*

Yes.

4. *Is there a preferred timeline for study completion?*

Within six (6) months.

5. *Is this designed as a market survey only or do you anticipate classification recommendations down to the employee level?*

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the county is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 68, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability,

may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The county will thoroughly review all proposals received.

6. *Have you conducted a compensation study in the last 5 years? If so, what were the results?*

Our last compensation market study was completed in 2014. The results showed that we were under market.

7. *What percentage of your job descriptions have been updated in the last 2 years?*

95% of job descriptions have been updated in the last 2 (two) years.

8. *Does the analysis cover part-time employees?*

No.

9. *Can you please provide a current organizational chart?*

Please see Attachment A.

10. *Are there any employee segments you most concerned with? If so, what are they and why?*

Several areas of concern, however Technology, Social Services and Corrections top the list, as we see high turnover and have difficulty recruiting.

11. *One strategy we employ to keep our client costs lower is to maximize collaborative technology. Is there preference for how much work is performed on-site?*

No preference.

12. *How many employees are covered by this study? The RFP states that the County has approximately 2,500 full time employees and that the consultant will need to "gather detailed market data on an appropriate sampling of County positions.*

2,500 employees in approximately 500 job classifications are covered by this study.

13. *Are any employees represented by a collective bargaining unit and if so, is the project part of a joint labor-management facilitation effort?*

No bargaining unit employees are covered by this.

14. *Is there a budget established by the County for the study, or an expected range of cost? If so, can you indicate that amount?*

Sedgwick County chooses not to disclose that information at this time.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CST), Tuesday, January 9, 2018.** Late proposals will not be accepted and will not receive consideration for final award.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE

A handwritten signature in black ink, reading "Kristen McGovern". The signature is written in a cursive, flowing style. The first name "Kristen" is written in a larger, more prominent script, and the last name "McGovern" follows in a similar but slightly smaller script. The signature is positioned above a horizontal line.

Kristen McGovern
Senior Purchasing Agent

Attachment A

