



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
Purchasing Department  
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[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp)

**ADDENDUM 1**  
**RFP #21-0071**  
**COMPENSATION STUDY FOR FIRE, EMS, AND DISTRICT ATTORNEY'S OFFICE**

October 26, 2021

The following is to ensure that proposers have complete information prior to submitting a proposal response. Here are clarifications regarding our request.

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

- 1. What would the anticipated starting time be, given submissions on November 16, 2021?**

*Answer: December 22, 2021.*

- 2. Have you established a budget for the project? If so, could you indicate an amount or expected range of cost?**

*Answer: We do not have an established budget.*

- 3. Can we submit a proposal electronically, or do you require submission of paper copy?**

*Answer: Please submit one (1) original paper copy and one (1) electronic copy (flash drive).*

- 4. Much of our work in recent times has been completed virtually due to Covid. Would you accept a proposal that includes Zoom meetings and electronic media as the methodology?**

*Answer: Yes. However, one in-person meeting in March or April to present the findings.*

- 5. Does the county have an identified set of peer organizations defined? If so, how many and are you able to share this information?**

*Answer: We do not have a list at this time.*

- 6. With an estimated award date of December 15, 2021, the timeline for completion of February 28, 2022 is aggressive for the level of detail the county is seeking. Is there flexibility to allow for an April or May completion? The survey(s) may need to go to multiple contacts at each participant, and in our experience require over 4 weeks to complete. Then the follow-up with participants to ensure accuracy and understanding of the responses will be vital.**

*Answer: There is very little flexibility in this timeline due to the budget process.*

7. **Gather information on DA caseloads by case type. Our compensation practice covers all other items requested, we are just not sure on this bullet point what might be involved.**

*Answer: Caseloads should be comparable by case type, classification and severity level, if applicable.*

8. **The county is seeking recommended promotional and pay policies, can the county please provide the current promotional and pay policies for review?**

*Answer: See below, this policy does not apply to DA positions.*

Promotion/Salary Adjustment

1. A promotion is the movement of an employee to another position in a higher grade, with an increase in pay.
2. Pay increase over maximum will be included in promotion salary calculations.
3. The employee's base salary will move to the new grade minimum, or be increased two (2) to four (4) percent, whichever is higher.
4. All requests outside of the guidelines listed in Item 3 must be submitted to Human Resources and will be reviewed by Human Resources, Budget, and the County Manager for merit, equity, and funding.
5. In-grade promotions may be requested when an employee has accepted new responsibilities or received a certification that is directly related to their current position.
  - a. Requests must be submitted with a revised job description to Human Resources and will be reviewed by Human Resources, Budget, and the County Manager for merit, equity, and funding.
  - b. Requests may increase employee's base salary two (2) to four (4) percent.
  - c. All in-grade promotions will be revised by the County Manager regularly.
6. Employees promoting from part-time to full-time status, in the same position classification, may keep their current rate of pay, if above the grade minimum, at the discretion of the Division/Department or elected/appointed official.
7. The County Manager may approve up to an additional ten (10) percent increase above the hiring authority's authorization. Requests above the ten (10) percent additional must be approved by the BoCC.
8. The County Manager retains authority to approve an increase in the salary of a "critical employee" within budget authority. Designation of "critical employee" shall be determined pursuant to the business needs of Sedgwick County at the Manager's discretion. If his provision is exercised, the County Manager shall report such action to the Board of County Commissioners by the following business day.

Submittals are due **NO LATER THAN 1:45 pm, CDT, Tuesday, November 16, 2021**. Late proposals will not be accepted and will not be considered for award recommendation.

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.**

*Joseph Thomas*

Joseph Thomas, CPSM, C.P.M.  
Purchasing Director

JT/lj