



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE  
*Purchasing Department*  
525 N. Main, Suite 823 ~ Wichita, KS 67203  
Phone: 316 660-7255 Fax: 316 660-1839  
<http://sedgwickcounty.org/finance/purchasing.asp>

**ADDENDUM 1**  
**RFP# 22-0060**  
**COMPENSATION STUDY FOR POSITIONS ON COUNTY GENERAL PLAN**

August 9, 2022

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Compensation Study for Positions on County General Plan for Human Resources.

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

**1. Can you confirm that proposals are to be submitted electronically to Purchasing?**

*Answer: Yes. Please submit to: [Purchasing@sedgwick.gov](mailto:Purchasing@sedgwick.gov). If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at [Purchasing@sedgwick.gov](mailto:Purchasing@sedgwick.gov) for assistance.*

**2. The RFP indicates that the project is to cover 1,600 positions in 398 classes. Which classes or groups of employees are being excluded?**

*Answer: Employees not included are on pay plans separate from the county's general plan:*

- *Fire, EMS and Sheriff are on step plans.*
- *Office of the District Attorney pay plan.*
- *Positions on separate Corrections pay plans which include Correction Workers/Supervisors and Intensive Supervision Officers;*
- *Comcare Pay Plan-a department that provides mental health services.*

*Each of these areas do have positions that are on the county general plan which will be included.*

**3. Do you anticipate participation of employees such as through job questionnaires?**

*Answer: We are open to any form(s) of information gathering the awardee deems necessary to gather the most accurate information.*

**4. Has the county established or identified its target market (who is to be surveyed)?**

*Answer: No, we have standard regional locations we typically include but are open to awardees suggestions.*

**5. Are your job/class descriptions in good, fair, or needs improvement shape?**

*Answer: Fair.*

**6. Have you had a previous “outside” study performed in recent years? If so, can you provide context (who, cost, outcome, etc.)?**

*Answer:*

*2022 – Compensation Study conducted by McGrath Consulting Group, LLC on our Fire, EMS and District Attorney’s Office. Resulted in creation of step plans for EMS and Fire, market adjustments to the District Attorney’s pay plan. Total cost \$29,985.00.*

*2019 – 2021 – Public Policy and Management Center, Wichita State University. Result was final report and market data for reference. Used by the county for the reclassification of 1,637 positions. Total cost \$48,925.00.*

**7. If an award is made in mid-September, do you have a goal for completion of draft and final reports?**

*Answer: Open to discussing timeline for draft report after developing execution plan with awardee. Completion of final report is to be no later than February 28, 2023.*

**8. Do you need to have proof of insurance at time of proposal or can it be provided after selection?**

*Answer: Proof of insurance can be provided after selection.*

**9. Has the county budgeted for the project, and, if so, can you provide an amount or expected range of cost?**

*Answer: No predetermined budget, the county plans to use contingency funds.*

**10. Is the scope of work the same as the 2017 RFP (#17-0107)**

*Answer: The scope of work is similar, but not the same.*

**11. We understand the award for the contract is September 14, 2022. What is the anticipated start date of the project and is there any flexibility in the start date?**

*Answer: We are flexible with the start date as long as the awardee will meet the completion timeline as discussed in question 2. (See next question).*

**12. Does that county have flexibility in the anticipated completion date of February 28, 2023?**

*Answer: All data as well as the rough draft of the report and compensation plan(s) is needed by February 28, 2023, but the final report and presentation to county management could be extended until March 30, 2023.*

Firms interested in submitting a **proposal** must respond with complete information and **deliver on or before 1:45 pm CDT, August 16, 2022**. 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.”**



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Lee Barrier

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