

Addendum #1



Capital Project Committee

Project Information

Project Name:	Compensation and Classification Study
Bid Number:	RFP #FL20-09-131
Date:	September 24, 2020
Project Manager:	

Addendum Items

Item 1:	Attached are questions from vendors with responses (highlighted) from city of Greeley staff
Item 2:	
Item 3:	
Item 4:	
Item 5:	
Item 6:	
Item 7:	
Item 8:	
Item 9:	
Item 10:	
Item 11:	
Item 12:	
Item 13:	
Item 14:	
Item 15:	

Is the City willing to provide a copy of their current pay structure and classification listing? Yes, we are willing to provide this information. We have included the information as a separate file in this addendum.

Is the City interested in having the consultant provide a pay equity audit (per the Colorado Equal Pay for Equal Work Act) in conjunction with this project? At a future date we will be interested in this service.

Is it anticipated that the work will all be done virtually or should we include optional costs for travel expenses for meetings that the City would like to hold onsite? We are open to remote and onsite consulting. Please include the optional cost for travel expenses.

What is the number of bargaining units? There are currently 2 bargaining units and are excluded from this study.

We have noted 12 month timeline, but is there a specific date you are aiming for? Please include your time based on this projection in your proposal.

Do you have a projected budget range for this project? Please keep in mind that we are a local public entity and we are stewards of taxpayers' dollars. We are looking for a quality product/service for a reasonable price.

When did you conduct your last study of this nature? The City of Greeley's last compensation study was conducted in 2015.

Do you have a current Classification and/or Compensation Philosophy? And, can you please share?

City Council's previously adopted compensation philosophy was to:

- a. Balance labor needs with the City's ability to pay.
- b. Be responsive to City priorities and individual department needs, while maintaining fairness and consistency.
- c. Place pay range control points at the average of the survey market.
- d. Give core public safety positions high priority.
- e. Make exceptions as necessary such as:
- f. When recruiting or retaining the desired level of talent in certain jobs is a sustained problem;
- g. To address anomalies in alignment and other inconsistencies.

The RFP lists 890 full-time employees at the City. As you are excluding police and fire from this study, can you confirm how many incumbents will be covered in this study?

The City of Greeley has 677 total full time employees when the Fire and Police are excluded from the total employee count.

Please provide the number of desired Benchmarks.

The number of desired benchmarks will depend upon what your proposed pay plan and the new classification system looks like. Every position will need to be benchmarked based on your recommendation.

Your RFP states that you would like a review of job descriptions and creation of new job descriptions. Of your 330 job descriptions, how many do you anticipate will need updated and how many new job descriptions do you anticipate needing as a part of this study. The number of final job descriptions will depend upon what your proposed compensation and classification structure looks like. Every position will need a job description. However, we are looking to consolidate and simplify through this study to reduce the number of job descriptions.

Do you have an already established Labor Market? Currently, both the private and public market are utilized.

Are there any issues or concerns that led to study?

This study is part of a larger initiative to be an employer of choice and create clear career pathing for employees. Another reason for this study is to simplify and condense the compensation plan for the City.

Do you want and add-on pricing for an appeals process, FLSA audit, or ADA considerations? Please provide a full package price, but we also want itemization for all considerations.

Do you have a desired budget? Please keep in mind that we are a local public entity and we are stewards of taxpayers' dollars. We are looking for a quality product/service for a reasonable price.

Are you willing to consider all work being conducted virtually (through web and teleconference and sharing of electronic files)? We are open to remote and onsite consulting. Please include the optional cost for travel expenses.

Do you anticipate extending the bid due date? If we feel the need to extend the due we will, however at this time we are not anticipating an extension.

What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? The information outlined in the RFP Document is what will be used for evaluation and award. If you have specific questions please submit them and we will respond to the specific questions.

Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free? This RFP was posted on the reockymountainbidsystem.com site (BidNet)

Other than your own website, where was this bid posted? Please see answer to the previous question.