



ADDENDUM NO. 01 ISSUED BY:

PROCUREMENT AND CONTRACT SERVICES

FINANCE & PERFORMANCE MANAGEMENT DEPARTMENT

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CLASSIFICATION AND COMPENSATION STUDY

RFP NO. 2006

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE ADDENDUM NO. 01: Thursday, March 01, 2018

Please be advised that the following responses have been made on the above referenced Request for Proposals:

See Vendor Questions and County Answers, attached to this Addendum.

RFP REVISION:

Bid Due Date / Time has been extended to **March 9, 2018, 4:00 PM** to the same location as indicated in the RFP.

PLEASE INDICATE YOUR RECEIPT OF THIS ADDENDUM BY INDICATING ON THE RFP SIGNATURE PAGE

ATTACHMENT A – QUESTIONS & ANSWERS

QUESTIONS AND ANSWERS

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RFP No. 2006

CONTACT: PIERCE COUNTY PROCUREMENT & CONTRACT SERVICES

DATE OF ISSUE QUESTION AND ANSWER:

Question #	VENDOR QUESTIONS	COUNTY RESPONSES
1	Within the Scope of Work, referenced on page 5 and 6, with regard to review and providing recommendations from the recent FLSA study completed by the County Council; what type of review and recommendations is the County looking for? Will this require a legal review/confirmation of the County's determinations?	The County hopes to design an implement schedule of the recommendations from the FLSA study so that it coincides with the implementation schedule of Class/Comp study. Consultant will assist in providing recommendations regarding implementation plan/schedule based on its review of the FLSA study.
2	Is the County interested in including the top jobs such as the Executive Department Directors within the study?	Yes
3	What are the main reasons for conducting the classification and compensation study?	The County's compensation and classification plan has not been evaluated since 2002 and nothing was implemented. It is important to the county to have an appropriate compensation and classification plan that enhances employee engagement and satisfaction, and helps us attract and retain a diverse, and highly qualified workforce. Conducting this study may also address other challenges we sometimes experience such as duplication, overlap, pay inversion and compression.
4	What is the desired target timeframe to complete the project?	The County is targeting implementation of any possible recommendations in phases beginning in 2020. We would like the work to be completed by mid-year of 2019.
5	We understand that Pierce County has around 15,600 employees. Please confirm a. The total employee headcount that will be addressed in the study – exempt (salaried) vs. non-exempt (hourly)? b. Geographic locations c. Are unionized employees included in the study?	Pierce County's total budgeted FTES is 3,080. The current headcount is 2,243, but can change at anytime. All employees are located in Pierce County and unionized employees are included in the study. (Waiting for rest of the data).
6	Is there organizational and functional structure in place for the affected employees?	The County needs additional information prior to answering this question.

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7	Please confirm your current job classification system. Do you currently use any job evaluation system?	The county does not currently use any job evaluation system and will look to the consultant to recommend a system that aligns with the county's needs.
8	Please confirm the number of selected benchmark jobs that will be included in the study	We have not determined the exact number and will look to the consultant to assist us in doing so. At this time, we estimate between 250-300.
9	Are there existing job descriptions in place?	The county uses class specifications some of which are broad and others which are more detailed. The county currently used job descriptions and classification specifications interchangeable. Therefore, an outcome of this study are to have a structure that reflects current job descriptions in the appropriate classifications.
10	If there are no job descriptions in place, do you expect the vendor to develop new job descriptions?	Yes, and HR will assist in this effort. Our desire is to begin the process prior to the selection of the consultant.
11	In terms of market benchmarking, besides benchmarking against other public employers in the geographic area that the County recruits, are there any other industry/sectors that you would also like to benchmark against?	There may be and the County desires to evaluate proper benchmarks in consultation with the selected vendor.

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12	<p>You had indicated that you are looking for subject matter expertise for the design and implementation of a total compensation philosophy and strategy, please confirm whether you are looking for the following supports:</p> <p>a. Design the new job classification for the affected employees</p> <p>b. Design of new pay structure</p> <p>c. Review and recommending revisions to existing health care plan and retirement plan structures</p> <p>d. Support in the overall communication and change management process of the new structures</p>	<p>Yes, we desire to have these outcomes as part of the study. The final scope will be negotiated with the selected consultant and potentially through additional phases of work, as may be added.</p>
13	<p>Will you be seeking benchmarking on other benefits beyond retirement and healthcare (i.e., disability programs, life insurance, paid time off)?</p>	<p>Life & Disability Insurance, Retirement, and Paid time off</p>
14	<p>What is the County's total budget for the Comp & Benefits study? Expected % of budget allocated for Benefits?</p>	<p>The county has currently budgeted \$200,000 for this year, with the option to add. At this time, there is not a % of budget allocated for the benefits portion.</p>
15	<p>Is there a particular benefit program (i.e., Retirement, Paid time off, etc.) that the County would like the respondent to focus?</p>	<p>Medical/Dental benefits, Life Insurance, Retirement, and Paid time off</p>
16	<p>Which benefit program is generally seen as the most important in attracting future employees?</p>	<p>Medical/Dental benefits, Retirement, and Paid time off</p>
17	<p>Which benefit program is generally seen as the most important in retaining current employees?</p>	<p>Medical/Dental benefits, Retirement, and Paid time off</p>
18	<p>It appears there are multiple retirement programs offered through the State of Washington Retirement System? Is the most recent/new hire retirement program the one to be benchmarked or are all State of Washington Retirement System retirement programs benchmarked?</p>	<p>All county employees are either part of Washington State DRS PERS 1,2 or 3 and some unions can opt for a supplemental pension in the Teamster's Trust. Our law enforcement employees are a part of LEOFF, however they will not be included in the study. Corrections officers are a part of PSERS and they will also not be included.</p>

QUESTIONS AND ANSWERS

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DATE OF ISSUE QUESTION AND ANSWER:

Question #	VENDOR QUESTIONS	COUNTY RESPONSES
19	Please confirm there are no pension plans available to County employees other than through the State of Washington Retirement System	Yes, our employees will be enrolled in one fo the following State of Washington plans: PERS1, PERS2, PERS3, or PSERS
20	Do County employees and the County make contributions to Social Security?	Yes
21	Do you have access to other area public employers' compensation and benefit plan structure? Will the County assist in reaching out to local contacts at other public employers to gather compensation and benefit information? Additionally, do you currently participate in any public surveys that you would like the consultant to include in the study?	We have various studies we participate in, which benchmark other public sectors benefit plans. Though we will collaborate and assist where possible in gathering the benefit informaiton, the County will not be the primary source and responsible for obtaining this information.
22	How many medical plans will be benchmarked? What are you aiming to benchmark? Just plan provision prevalence (deductible levels, copay levels) or plan value relative to comparator cohorts?	Employees may be enrolled in one of four medical plans, County PPO, County Kaiser, WTWT Plan A, WTWT Kaiser. A comprehensive evaluation of the medical plans comparing both plan provisions and plan value is being requested.
23	If possible, please share with us the average salary and bonus for the County's salaried, hourly (represented and non-represented) populations and the average age and service for each?	The County cannot pull this information together in a timely manner to respond to this RFP.
24	Is this a one-time project request, or are you looking for subscription access to run data against specific comparators themselves as part of the implementation process?	Follow-up services and subscriptions may be included in future phases of the project.
25	Does Pierce County require a certain amount of work for this project to be performed on-site?	Yes.
26	Does this project require the creation or updating of any job descriptions?	Please see Question #9.
27	Do you already have a list of market comparators in mind? If so, could you please share.	Please see Question #11

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28	Is the County seeking updated job descriptions as part of the study?	Please see Question #9.
29	Is the County requesting a job evaluation system as part of the study? If so, does the County currently utilize any job evaluation system?	Please see Question #7.
30	Is this study part of a joint labor-management facilitation effort?	The County needs additional information prior to answering this question.
31	Does the County have a budget for this project that you can share?	Please see Question #14.
32	Can you extend the due date to give our firm additional time once County answers are returned?	Proposal Due Date is extended to <u>March 9, 2018, 4:00 PM</u>
33	In the Sample PSA, Exhibit C, Section E requests an E-Verify Declaration to be submitted with proposal, but there is no E-Verify Declaration form included in the RFP. Can you provide the County's required form? There is also a section to complete for the Non-Collusion and Debarment Affidavit which starts off with, "State of Washington, County of _____." Our location is outside of Washington State. Is it ok to change the form to our applicable state? I am not sure if these forms are even required or just part of the Sample PSA, but since it says to include with proposal I wanted to verify what the County would like submitted with our proposal to be considered responsive.	This form does NOT need to be returned with the proposals. The County will request this document from the awarded consultant.