

ADDENDUM No. 1

RFP No. 23-43

Non-Union Compensation Study

Due: September 6, 2023 by 11:00 A.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes two (2) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: How many non-union employees are to be included in the study?

Answer 1: **Approximately 250-260**

Question 2: Does the City want the consultant to update job descriptions?

Answer 2: **No unless the consultant feels the need for assisting in this process.**

Question 3: Is the City requesting a FLSA analysis of all job titles?

Answer 3: **No**

Question 4: Approximately how many unique jobs are included in this study?

Answer 4: **Approximately 220**

Question 5: Are job descriptions available for the jobs included in the study? If yes when is the last time they were reviewed and/or updated?

Answer 5: **Yes, last reviewed in 2018 prior to previous salary study. Job descriptions have been created/updated sin then as needed.**

Question 6: Will all current job descriptions and pay policies be provided upon award of contract?

Answer 6: Yes

Question 7: Will vendor have access to current classification tools?

Answer 7: Yes

Question 8: Will the DDA employees be included as a part of the study?

Answer 8: Yes

Question 9: How many job classifications are there for non-union employees?

Answer 9: 15 non-union salary grades currently

Question 10: There is a reference to a previous structure being established. Was that completed inside the City or by an outside vendor? Any additional context available?

Answer 10: Most recently by an outside vendor in 2018. Salary ranges have been updated as needed by the City in 2019, 2021, and 2022.

Question 11: Do you anticipate the completion of job questionnaires to document current job duties?

Answer 11: Yes

Question 12: Are current job/class descriptions in good, fair, or needs improvement shape?

Answer 12: Fair, but we are open to improvement.

Question 13: Do you have a current evaluation system for job placement and grading?

Answer 13: Yes

Question 14: Are job descriptions up to date?

Answer 14: Updates will be made prior to salary study as needed.

Question 15: Will you accept the proposal via email or electronic submittal in lieu of hard copies of USBs?

Answer 15: No. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted. See Page 4 of the RFP Document.

Question 16: Will you accept scanned signatures in lieu of original ink?

Answer 16: Yes

Question 17: Can you clarify "if as a corporation include whether it is licensed to operate in the State of Michigan" pg. 13, Section III, A1?

Answer 17: You must be licensed to operate in the State of Michigan

Question 18: Has the City budgeted for this project if so can you provide an amount or expected range of cost?

Answer 18: The budget will remain confidential, and firms should do their best to provide an accurate estimate of their costs to complete the proposed work.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.