



County of El Paso Purchasing Department
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ADDENDUM 1

To: All Interested Proposers
From: Blanca Carbajal, Inventory Bid Technician
Date: January 13, 2016
Subject: RFP #15-059 Wage and Compensation Study for the County of El Paso

This addendum has been issued to notify vendors of the following questions:

- **The RFP opening date has been extended to Thursday, January 28, 2016 at 2:00 p.m.**
- **Deadline to questions has not been extended.**
- **Please replace the signature page/price sheet with the attached updated form.**

1. What is the County's approved budget for this project? How much has been allocated?

RESPONSE: \$250,000

2. Are the job descriptions for the in scope positions current/accurate? If so, when were they last updated?

RESPONSE: Yes. As recent as 2015. Some that are still being reviewed under the Reclassification Plan are as old as 2006; but they will be addressed in the current Reclassification Study being conducted internally by HR.

3. When was your most recent compensation study conducted? Who assisted in its completion?

RESPONSE: 2006. An outsourced vendor was contracted by the Commissioners Court regarding FLSA classifications and job description updates. However, the wage scales have not changed in design in over 2 decades.

4. Approximately how many job titles do the 1,850 employees covered within this Scope of Work fall within?

RESPONSE: 375-400 different job titles

5. Is the County's Point-Factor evaluation current, or is it to be revisited as part of this project. Specifically, does the County wish to maintain this evaluation system (assuming it is not proprietary and thus available for updates) or replace it?

RESPONSE: It is current. However, it can be replaced based on best practice or other trends in the public workforce.

6. Regarding the "total compensation" review, specifically with regard to Bureau of Labor Statistics (BLS) data:
 - a. Experience has shown that for salary information, a) it is often difficult to identify appropriate matches to County positions and b) the BLS data often includes a number of positions that aren't comparable to public sector jobs. How was BLS selected and is the County open to alternative sources of private sector salary data?

RESPONSE: Yes the County is open to alternative sources for market study; however, it will rely on those jobs closest to the public sector since the County currently meets the market versus the private industries which tend to lead the market.

- b. For private sector benefits information, does the County anticipate an evaluation of the offering itself or the relative cost of that offering when compared to base salary? If the latter, it is very difficult to isolate only on paid time off since BLS generally provides only a lump sum cost of the benefits.

RESPONSE: The County would consider an evaluation of the offering itself.

7. On page 11, there is a reference to comparable "state" government jobs. Are there specific state agencies that the County wishes to include in the analysis?

RESPONSE: The local southwest region is what areas the County currently compares to: New Mexico, Arizona and Texas; however, there is an emphasis on the Texas market.

8. Regarding the Cost of Services submission, can you elaborate on how the County wants the cost broken down? In a comprehensive project such as this one, there are often additional services (employee communication sessions, presentations to organizational administration/elected officials, etc.) that do not appear to be included in the required formatting for prospective vendor's proposals.

RESPONSE: Please see Page 14 on Specifications under "Cost of Services:"

1. Provide a breakdown of the costs based on the following items:

- a. Salaries and Wages Analysis and Recommendations
- b. Evaluation of Level of Paid Vacation and Paid Sick Leave
- c. Implementation of each recommendation (a and b)

2. The breakdown should also include, task to be performed, timeline, estimated number of hours for completion, and the not-to exceed cost for that task. Do not include cost of "additional services" outside the scope of work in response to this proposal.

9. Does the current point factor system have a name? Or, has the County developed it internally? What are the factors?

RESPONSE: Class Point Evaluation Scale – developed for Government Entities and learned at ICMA trainings in the past.

10. What are the number of titles/classes to be included in the study?

RESPONSE: 375-400 different job titles potentially.

11. The RFP states to submit "one (1) original copy and four (4) electronic versions." Does the County want any hard copies? If so, how many? Does the County want four (4) electronic versions? And if so, on separate CD's?

RESPONSE: Yes, one (1) original hard copy and four (4) electronic versions, on separate CDs.

EL PASO COUNTY SIGNATURE PAGE

<p><u>RFP # 15-059</u> <u>Wage and Compensation Study for the County of El Paso</u></p>	
<p>Vendor must meet or exceed specifications</p>	
Task To be Performed	
Timeline	
Estimated Hours for Completion	
Not-to Exceed Cost for task	\$ Monthly \$ Yearly
<p>Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and four (4) electronic versions of the complete proposal (CD/DVD/Flashdrive) in Word/PDF Format. Electronic copies must reflect the original hard copy.</p>	

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Company	Mailing Address
Federal Tax Identification No.	City, State, Zip Code
DUNS Number (Applicable to Grant Funded Project)	
Representative Name & Title	Telephone Number include area code
Signature	Fax Number include area code
Date	Email Address