Procurement Department
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The School District of Greenville County

Addendum No. 1

Date: **January 23, 2020**

Re: **Salary Study Project**

RFP No.: **520-2-2-6**

The following information becomes part and parcel of Request for Proposal (RFP) #519-2-2-6 effective this date. Firms must acknowledge receipt of this addendum in their solicitation response. Firms may have the right to protest this addendum.

Inquiries/ District Responses
Before the solicitation inquiry deadline, the District received a question regarding this solicitation. The firm's question is listed below with the District end-user's response in **bold type**.

1. When was the last time you had a Compensation and Classification study?
   The District does not have any records within the past 12 years of a study done by external consults.

2. Did a consultant perform this study? If so, who was the consultant and at what professional fee structure?
   The District has no records of work done by a consultant.

3. Do you need Job Descriptions updated?
   No, the District would handle this internally.

4. Do you need benefits reviewed as part of this study?
   No, the District falls under the State of South Carolina Benefits so that will not be a part of this study.

5. How many employees are being reviewed as part of this study?
   There are one-hundred-fifty-three (153) positions on the District's last list, but there are approximately one-hundred-seventy-five (175) people in the positions.

6. How many job classifications / titles are associated with the number of employees? Roughly 150?
   See answer for Question Number Five (5).

7. Do you have a projected budget range for this project?
   The District does not release this information.

8. Do you have a projected timeline for this project? Or is it assumed to take the full one year per the contract?
   The District does not anticipate the study would take a full year to implement. We would hope to have a quicker turnaround. A target of no longer than six (6) months is preferred.

9. Have you ever had an outside study before? If so, are you able to indicate who and when?
The District has no records of an outside study conducted by a third party within the past twelve (12) years. The District has done some specific job comparisons internally to compare to a small number of districts.

10. In reference to indemnification, are you open to suggested language that refers to "negligent" actions, in contrast to "any" actions.
No. See Page Two of the solicitation, paragraph titled, "Agreement". Please note the Inquiry Deadline applies to any documents submitted for prior approval.

11. Has the District budgeted for the project or identified an expected range of cost? If so, could you indicate an amount or range?
The District does not release this information.

12. Can you confirm the number of employees that would be included in the scope of the study?
See answer for Question Number Five (5).

13. How many unique job classes or job titles are to be included in the scope of the study? Are all of the titles listed in pages 16-18 of the RFP to be included as part of the study?
See answer for Question Number Five (5). Yes, all titles are included in the referenced list.

14. Is the Superintendent position to be included?
Yes, it would be helpful.

15. Do you have an expected or anticipated time frame for study completion?
See answer for Question Number Eight (8).

16. Do you anticipate the participation of employees, such as through the completion of job questionnaires?
No, the District has job descriptions on hand to use for this project. If a few need updating, the District can coordinate through our Human Resources Department.

17. Are all incumbents properly allocated to their correct titles at this time?
Yes.

18. Are your current job/class descriptions in excellent, good, or fair shape?
The job descriptions are in good shape. The District does not have them classified in competitive salary grade.

19. Are you asking for the preparation of new class descriptions/class specs?
No, but consulting on any recommended changes to the salary structure such as grades and or steps.

20. Are you asking for all titles to be surveyed in the market, or a representative sampling of benchmark positions?
The proposer should provide options and information on whether there is value on doing all of the positions or if a sampling would be appropriate to give us the desired outcome.

21. Does the District have updated job descriptions for all the positions to be included in the survey?
Yes.

22. We anticipate selecting benchmark jobs that are representative of the job titles by function, level, and employee population. Does the District accept this approach or is the District looking for market data on all job titles, which is unlikely given the specific job titles provided by the District?
Yes.

23. Can the District provide an employee count by job title provided in the appendix?
See answer for Question Number Five (5).

All other terms and conditions of the solicitation remain unchanged and in force.

Thank you for your interest in the District.

Tonya A. Stroud

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Procurement Officer