



## ADDENDA NO. 01

to

### **RFP 09-1718 - Classification and Compensation Study**

*Issued: August 24, 2017*

#### **NOTICE TO ALL PROSPECTIVE BIDDERS:**

This Addendum and any attachments are hereby incorporated and made part of the above referenced RFP. All information contained in the original terms, conditions, and specifications shall be included in the contract, except as modified herein.

This Addendum answers the following questions received, in response to the RFP Release:

1. Q: I see that there are 940 employees in 3 classifications. The RFP indicates most are part-time non-benefited employees. What I do need to know is how many ARE full-time and ARE benefited, AND for the full-time employees with benefits, is this to be a total comp study (meaning salary PLUS benefits will be studied)? It appears that benefits will NOT be included but I want to make absolutely sure.

A: Of all the Instructional Aide Special positions, approximately 58 are full-time positions. There are also another 305 who are part-time, but are eligible for benefits. We have the same benefits package for full-time and part-time employees. The rest are part-time, but work under four hours and are not qualified for benefits.

2. Q: There seems to be a contradictory statement on Page 6 of 7 in the bullet points: focus groups should have a min. of 100 employees, and the next sentence says they should have UP TO 10 employees. Can you clarify 100 vs 10 employees in the focus groups?

A: The focus groups are used to acquire input from the group of employees. We would need to have at least 100 total employees interviewed through focus groups. There can be multiple focus groups to accomplish this task, but each smaller focus group should have a minimum of 10 people.

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