



OCTOBER 16, 2017

**Re: 17RFP091417-DRR, MUNICIPAL WAGES AND SALARIES
COMPENSATION STUDY**

Dear Respondent(s):

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **17RFP091417-DRR, MUNICIPAL WAGES AND SALARIES COMPENSATION STUDY**.

Except as provided herein, all terms and conditions in the **17RFP091417-DRR, MUNICIPAL WAGES AND SALARIES COMPENSATION STUDY** referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

17RFP091417-DRR, MUNICIPAL WAGES AND SALARIES COMPENSATION STUDY

Addendum No. 1

Page Two

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

Attached hereto are responses to questions submitted in reference to the above RFP

Except as provided herein, all terms and conditions in the proposal referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your proposal non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned Proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the RFP due date and time **OCTOBER 26, 2017 before 12:00 P.M. (NOON) local prevailing time.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2017.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions regarding 17RFP091417-DRR, MUNICIPAL WAGES AND SALARIES COMPENSATION STUDY:

- 1) We are interested in responding to your proposal and noticed a listed requirement was that we have a Georgia Professional License Certification. We were wondering if this is required or preferred. If it is required how do we go about obtaining this certification and do you know the associated cost?

Response: This is preferred and not a requirement; the City is unaware of any professional certifications or licenses now. There is no cost associated with this matter; therefore, submittals can mark that section of their company's submittal not applicable.

- 2) Will arrangements be made to allow prospective vendors to attend the pre-proposal conference remotely?

Response: No not at this time.

- 3) How many job titles and employees are to be included in the study?

Response: There are 42 job titles and 75 employees that will be included in this study. The City reserves the right to increase or decrease the number of participants.

- 4) What is the City's desired timeline?

Response: Immediate. After a contract has been fully executed; Consultant has ten (10) business days to mobilize and initiate the study.

- 5) Can you share the City's approved budget for this project?

Response: This project has funds necessary to fully fund this project in FY2017.

- 6) Is there a conference line dial-in number for the pre-proposal conference?

Response: No. Not at this time.

- 7) How many employees are covered by this study?

Response: The City has 75 current employees and all permanent employees are a part of this study. The City reserves the right to increase or decrease the number of participants.

- 8) How many unique job titles are covered by this study?

Response: There are 42 different jobs titles that will be covered under this study. The City reserves the right to increase or decrease the number of participants.

- 9) I understand there is a pre-proposal meeting today for the Compensation Study. I would like to attend, however I have a conflicting client meeting at the same time. Do you have any idea how long your meeting will last? I can plan to stop by after my meeting (it is nearby and I have to drive through Stockbridge on the way back to the office).

Response: It depends on the number of attendees. A normal conference is conducted for 30 to 45 minutes depending on the questions.

- 10) How many unique job titles will be included in the study?

Response: There are 42 different jobs titles that will be covered under this study. The City reserves the right to increase or decrease that number.

- 11) Does the City currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys?

Response: The City does not subscribe; however, does participate in DCA Georgia survey.

- 12) How many onsite meetings is the City requesting from the Consultant?

Response: As many as deemed necessary to complete the study.

- 13) Our firm intends to submit a proposal for the above-referenced RFP. Per Section 17 (page 5) of the RFP: "If the City awards an Agreement pursuant to this solicitation, the City will prepare and forward to the successful Consultant an Agreement for execution. All Consultants should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the Consultants response to the Request for Proposals."

Can you please forward this document to us or advise us where it can be obtained so that we can review it prior to submitting a proposal?

Response: No. All of the information pertaining to the above afore reference solicitation can be found at the City's website at www.cityofstockbridge.com.

I have attached the link for your review. See information below:
<http://www.cityofstockbridge.com/bidview.aspx?bid=340>