



FULTON COUNTY

September 1, 2016

Re: **17RFP215512B-WL, Performance Management, Pay for Performance and Compensation Consulting Services and Systems RFPA**

Dear Proposers:

Attached is one (1) copy of **Addendum No. 1**, hereby made a part of the above-**17RFP215512B-WL, Performance Management, Pay for Performance and Compensation Consulting Services and Systems RFPA**.

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

Sincerely,

*William E. Long Jr.*

Chief Assistant Purchasing Agent

**17RFP215512B-WL, Performance Management, Pay for Performance and Compensation Consulting Services and Systems RFPA**

September 1, 2016

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

**CONFERENCE CALL SET-UP**

Proposers who desire to participate in the Pre-Proposal Call meeting can call 1-888-251-2909 and enter Access Code 2543522 fifteen (15) minutes prior to the start of the meeting. The Proposer must follow all prompts in order to gain access to the meeting.

**REVISIONS TO THE CURRENT SOLICITATION DOCUMENT ARE AS FOLLOWS:**

**SECTION 1 – Introduction, Item 1.2, BACKGROUND, Page 1-3 and 1.4 (See Attached Revised Sheet, double Strikethroughs).**

**SECTION 3 – Proposal Requirements, Item No. 3.3 – SCOPE OF WORK, Page 3.3 and 3.4 (See Attached Revised Sheet, double Strikethroughs).**

**THE SAMPLE CONTRACT:** The sample contract footer references RFP 17RFP320023B-TR, Body Worn and In-Car Camera Project which is incorrect. The footer should reference RFP17215512B-WL, Performance Management, Pay for Performance and Compensation Consulting Services and Systems RFPA.

**ACKNOWLEDGEMENT OF ADDENDUM NO. 1, 17RFP215512B-WL, Performance Management, Pay for Performance and Compensation Consulting Services and Systems RFPA.**

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the proposal submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, and 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by **Tuesday, October 4, 2016 @ 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

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employs approximately 5000 full time employees to serve approximately one million residents.

The current performance appraisal plan needs to be automated and updated to reflect industry best practices, changes resulting from implementation of the ~~Anchor Classification and Compensation Study in 2015~~ **2016 Classification and Compensation Plan** and to include classification specific metrics/KPIs. Additionally, a comprehensive compensation system is required to support Pay for Performance as well as other potential incentive based compensation alternatives as part of a Total Rewards philosophy to encourage employee engagement and elevate organizational and individual performance.

In compliance with the Fulton County Civil Service Act of 1982, the Personnel Department is responsible for the oversight and direction of the county-wide Merit System. The Personnel Department serves the Personnel Board and manages the day-to-day human resources activities including HR operations, payroll and leave management, classification and compensation, employee development, performance management and policy management for all county employees. In addition, the Personnel Department provides recruitment and referral services for vacancies in county departments as well as career advisement services.

A summary of existing/impacting data, systems and/or components, is provided below:

CGI-AMS Advantage HR 3.8.0.1 – Payroll and Human Resources Management System (CGI Technologies) and interfaces from/to CGI-AMS Advantage HR:

1. Initial employee census data to the vendor system.
2. Evaluation score data back from the vendor system. Evaluation score must be rounded numeric number in order for us to automate pay increase process in CGI-AMS Advantage HR.
3. Once proper data is imported, ESMTs for employees will be updated to reflect increases.

CGI-AMS Advantage FIN 3.8.0.1 – Financial Management System (CGI Technologies) NeoGov – Recruitment and Applicant Tracking System  
Kronos Workforce Central – Time and Attendance System

The following documents are provided in the appendices:

~~Anchor Classification Study Appendix A~~ **2016 Classification and Compensation Plan Appendix A**

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~~Fulton County Performance Appraisal Plan Appendix B~~  
**Fulton County Pay for Performance Appraisal Plan- Appendix B**

**1.3 RFP DOWNLOAD**

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

**1.4 PRE-PROPOSAL CONFERENCE**

The County will hold a Pre-Proposal Conference, on **Thursday, September 8, 2016 at 11:00 A.M.**, in the Purchasing Bid Conference Room of the Department of Purchasing, Fulton County Public Safety Building, Suite 1168, 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP; however Proposers are encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: [rholanda.stanberry@fultoncountyga.gov](mailto:rholanda.stanberry@fultoncountyga.gov).

**1.5 PROPOSAL DUE DATE**

All proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Tuesday, October 4, 2016 at 11:00 A.M.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and Contract Compliance. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

**1.6 DELIVERY REQUIREMENTS**

It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing and Contract

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established for each critical job duty/responsibility for every job classification. Standards for other levels of performance covered by the plan must be documented as well. Performance standards should be specific, objective, measurable, realistic and clearly stated.

- A. ~~The Proposer shall utilize the July 2015 Archer Classification and Compensation Study as the basis for determining critical job duties, responsibilities and/or tasks for which performance standards must be created as well as the framework for related compensation ranges.~~ The Proposer shall identify a third party vendor who has implemented and utilized their system/services and has a minimum of 5 years measurements expertise who can serve as a Project Manager for Fulton County to develop measures and/or KPIs for approximately 700 job classifications.
- B. The Proposer shall recommend a pay for performance approach that will ensure proper alignment with performance results, achievement of county goals and objectives and county financials.
- C. The Proposer shall assist with establishing technical requirements and evaluating automated systems to support the pay for performance plan and the entire performance management process including:
- Performance planning and goal/objective setting
  - Observation and feedback
  - Development planning
  - Performance review sessions
  - Progressive discipline
  - Performance appraisals

The technical requirements include but are not limited to interface capabilities with existing Fulton County systems, provisions for system maintenance, updates, troubleshooting, and manuals/electronic files containing all technical specifications and documentation. Reporting capabilities are also a key component of this category e.g. compliance and non-compliance tracking, programmable generation of notices/reminders, standardized reports, and customizable reports. Technical requirements also include a comprehensive group of features to assist Managers in the effective and objective administration of the pay for performance plan and the performance management process.

- D. The Proposer shall assist with the development and execution of a change

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management strategy, communications plan for internal communications and external messaging, training workshops, synchronous and asynchronous web-based training and mobile services, as appropriate.

- E. The Proposer shall make presentations to County leadership, the Board of Commissioners (individually and/or collectively), the Personnel Board and other groups, as identified, to provide information and assist in securing support for the pay for performance plan, performance management and compensation systems.
- F. The Proposer must provide a framework for the continued sustainability of the pay for performance plan.
- G. The Proposer shall oversee a pilot to validate results including the appropriateness of performance expectations and performance standards and the assessment of employee and manager accountability. The pilot shall also ensure the seamless integration of all components. This includes a final report to designated clients and stakeholders.
- H. The Proposer must provide a plan to transfer knowledge and materials to the County's HR Performance Management and Employee Development Divisions.
- I. The Proposer shall assess county policies and regulations and make recommendations for any policy changes or development deemed necessary to support the administration of the pay for performance plan.
- J. The Proposer must identify best practices and benchmarks utilized in the approach and formulation of the pay for performance plan.

~~K.~~ Delete

**Project Deliverables**

The project deliverables shall include:

- Recommendation for a comprehensive countywide pay for performance plan for all job classifications
- Recommendation for a user-friendly, automated performance management system representing industry best practices and including development of performance standards and measures for all job classifications to support/facilitate administration of the pay for performance plan