



Fulton County, GA

Department of Purchasing & Contract Compliance

April 5, 2012

**Re: 12RFP03122012A-CC
Comprehensive Countywide Classification and Compensation Study**

Dear Proposers:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced RFP No. 12RFP03122012A-CC Comprehensive Countywide Classification and Compensation Study.

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

Sincerely,

Cheryl Cochran

Chief Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



12RFP03122012A-CC Comprehensive Countywide Classification and Compensation Study

**Addendum No. 2
Page Two**

The due date and time for receipt of proposals remains at Thursday, April 12, 2012 11:00 A.M. legal prevailing time.

Appendix No. 8 titled, **PARTICIPANTS, 2011 FULTON COUNTY GOVERNMENT COMMUNITY SALARY SURVEY**, attached hereto, is hereby made a part of the RFP.

Responses to questions submitted by vendors are hereby attached.

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time, **Thursday, April 12, 2012, 11:00 A.M. legal prevailing time.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2012.

Legal Name of Proposer

Signature of Authorized Representative

Title

RESPONSES TO QUESTIONS SUBMITTED

- 1) You mentioned in the pre-proposal conference that a Project Manager must be housed in Fulton County during the entire project. Does the Project Manager need to be the person designated as the project lead or can it be anyone with substantive knowledge of the project who is on the project team?

Response: The Project Manager must be a member of the consultant's team who has the knowledge and authority to officially respond to day to day inquiries and identify issues and concerns of all stakeholders that may need to be addressed or cause modifications to the proposed project plan. Furthermore, the Project Manager must have a minimum of seven (7) years' experience with job audits, job evaluations, and compensation and classification studies for significantly diverse and large public sector employee workforces.

- 2) If we the prime vendor and we chose a sub to work with, can the sub be the one who is housed in Fulton County during the course of the project as they are located in Fulton County?

Response: Yes, as long as the member meets the required qualifications above, and set forth in the RFP.

- 3) Can you provide a list of current classes?

Response: A list of the current job classifications included can be provided. We have attached the document for your use.

- 4) In Section 1.4 County Objectives, the next to last bullet references "...analyze market compensation and benefit data from public and private employers...", yet Sections 3.3 Scope of Work and 3.4 Project Deliverables do not mention benefits as a component of the project. Is a benefit analysis included in the RFP requirements or does benefits in Section 1.4 refer to compensation policy & practices, or neither?

Response: For the purpose of this RFP only, we are defining benefits as follows: sick leave, vacation leave, compensatory time, and any other benefits excluding medical and insurance benefits.

- 5) What survey sources, if any, does the County currently use?

Response: The list of survey sources currently used by Fulton County Government is attached to this addendum as Appendix 8.

- 6) Does the County believe that the current job evaluation approach has been sufficient for its current needs?

Response: Our current job evaluation system has allowed the County to maintain our number of job classifications to a minimum; however, there have been some concerns that the job evaluation method does not address the varied occupational groups to which we utilize. However, as a part of this comprehensive classification and compensation study, we would expect several recommended job evaluation approaches.

6) Can you describe the makeup of the Personnel Board

Response: The Personnel Board is made up of a seven (7) member body, community professionals who are appointed by the Board of Commissioners.

7) Are any of the classifications covered in the study unionized?

Response: No

8) Section 5 – Proposers Financial Information requires audited financial statements for the last three (3) years. As a single proprietor business with no outside investors, we do not compile audited financial statements. Will copies of the last three years federal income tax statements meet the intent of this requirement?

Response: The firm can send in tax documents but they will not receive any points that are associated with the submission of audited financial stmts.

9) If a single proprietor business partners with a larger firm that has audited financial statements are financial records also required for the single proprietor business?

Response: If it is a joint venture, audited financial statements are required for both firms.

10) Will the selected firm have access to and support of Fulton County's communication office (officer) to manage internal communications related to the study or should the selected firm employ its own communication strategist?

Response: The selected proposer, through the Fulton County Personnel Department, will have support of the Fulton County Office of Communications to the extent normally provided to Fulton County user departments on permissible topics.

11) Our organization - is a wholly owned subsidiary of Xerox which has multiple offices in Metro Atlanta. Our largest office is in Fulton County and it is our intent to utilize the Fulton County office for this project. To receive Local Preference under Section 7 we will provide supporting documentation (i.e. business license) which will be under the Xerox name. We wanted to confirm this was acceptable to Fulton County?

Response: Yes. It is acceptable with supporting documentation.