



Solicitation Information
June 17, 2019

Addendum #1

RFP #7598817

TITLE: COMPENSATION STUDY, PLAN AND SCHEDULE

Submission Deadline: June 26, 2019 at 2:00 PM (ET)

Attached are vendor questions with State responses.

No further questions will be answered.

Gail Walsh
Chief Buyer

Vendor A

- How many employees would be included within the scope of the study?
- **Approximately 110 employees**
- How many job titles or job classes would be included within the scope of the study? Is it 70 “positions”, as noted on page 6?
- **YES**
- Do you anticipate participation of employees through completion of job questionnaires to document job duties?
- **YES or equivalent process**
- How many employees do you anticipate participating through interviews or other group sessions?
- **No more than 110, the goal is to have participation, through interviews, group sessions and other for planning purposes it is likely that 75% will participate. In one or more of those options.**
- Are current job/class descriptions in good, moderate, or really need improvement status?
- **Moderate**
- Who would be Project Manager for RIDE?
- **Yet to be determined.**
- To confirm, you want the budget or cost proposal separate?
- **Yes**
- Have you established a budget or expected range of cost for the project? If so, can you communicate that amount?
- **No cost allocation has been set.**

Vendor B

1. We understand that this study covers 70 job titles. How many employees are included in those titles?
- **Approximately 110 employees**
2. We understand that the RFP states that “The consultant will be provided with all job descriptions for the organization(s). Based on those job descriptions, the consultant will determine appropriate private and public sector benchmark comparisons.” Are you also requesting that the consultant update the job descriptions prior to the compensation study?
- **Not all job descriptions will need to be updated.**
3. Can you please confirm that this project does not require ISBE participation?
- **Bidders are required to complete, sign and submit ISBE forms.**

4. Does the State have a budget for this project that it can share with us?
- **No**
5. Is the State requesting the consultant develop two (2) total compensation plans, or four (4) total compensation plans – two (2) each for AFT employees and non-union employees?
- **Two (2) separate compensation plans: Union and Non-Union**
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6. The RFP states that “The cost proposal shall be typed using the formatting provided on the provided template.” There is no provided template with the RFP. Could you please provide one?

Respondents can use their own template.

Vendor C

How many unique job descriptions does RIDE currently have?

- **70**

Are the job descriptions considered up to date and valid by employees, management, and HR?

- **They are in moderate, with a majority of them up to date.**

Does RIDE use a job evaluation method to establish internal equity?

- **YES**

What benefits are to be included in the scope of the study?

- **Health and Retirement, Paid Leave (including compensatory time) and Bonuses.**

Considering the pay grades have a significant range from Min to Max, what factors determine what folks actually get paid, i.e. longevity? Terminal degree? Dept. head? Other? If there are such factors that determine actual salary, will that information be provided accordingly?

- **Pay determination is made upon review of experience and education. There are other processes between the parties that employees can request to increase their salary. Those processes will be shared with the selected vendor.**