

**ADDENDUM No. 1**  
**TO THE**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**CLASS AND COMPENSATION CONSULTANT SERVICES**  
**RFP NO. HR-20-01**

THIS ADDENDUM IS HEREBY MADE A PART OF THE REQUEST FOR PROPOSALS DOCUMENTS DATED JULY 6, 2020 TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY INCLUDED HEREIN.

ISSUED THIS 28<sup>TH</sup> DAY OF JULY 2020

CITY OF ROSEBURG  
HUMAN RESOURCES DEPARTMENT  
900 SE DOUGLAS AVENUE  
ROSEBURG, OR 97470  
541-492-6866

To All Solicitation Document Holders:

You are hereby notified of the following changes, deletions, additions, corrections and clarifications to the Request for Proposals (RFP) Solicitation Documents for the City of Roseburg, CLASS AND COMPENSATION CONSULTANT SERVICES.

The following formatting has been used to note additions and deletions to the RFP documents.

- Deletions are formatted as stricken through (~~example~~) text.
- Changes/additions are formatted as bolded (**example**) text.

**Clarifications:**

The following are responses to questions received from proposers:

1. What is the anticipated timeline for the project? ***No specific timeline has been set. If more immediate changes are made as a result of the study, the appropriate time would be during the 2021-22 budget planning process***

***which would begin in late January 2021. Ideally, completed study information would be available at that time.***

2. Does the City have a budget for this project? ***A specific budget has not been set for the project. Up to \$50,000 is available with a goal to remain well below that.***
3. Does the City currently utilize a job evaluation system to maintain internal equity? If not, is the City interested in implementing a job evaluation system? ***A job evaluation system is not within the scope of this project.***
4. Can you please confirm if we are using both public and private sector surveys for comparison in the market survey? Private sector companies rarely respond to custom surveys. Is it acceptable to provide information from reputable published sources to represent the private sector? ***In general, the goal is that employee compensation is comparable to public and private sector compensation paid in the relevant recruiting area, with a heavier focus on public sector. Reputable published sources representing the private sector are acceptable.***
5. Does the City want the consultant to develop recommendations regarding pay policies? ***Recommendations regarding pay policies are welcome but not required.***
6. Does the City want the consultant to calculate the cost of implementation for our recommendations? ***Implementation cost estimates are welcome but not required.***
7. Does the City want the consultant to provide assistance with implementation and/or training? ***The City will not require assistance with implementation. Consultant should be available to train HR staff on methodology used to assess job classifications to maintain internal equity and to conduct equal pay analysis.***
8. Does the City want the consultant to recommend adjustments to benefits as a result of the market study? ***Benefit adjustments are not within the scope of the project.***
9. Was the study conducted in 2007 completed internally or was an external consultant utilized? If an outside consultant, who was the successful consultant? ***The 2007 study was completed externally through Fox Lawson & Associates.***

10. In order to review the current job descriptions does the City anticipate the collection of job questionnaires from employees or will the updates be based on in-person interviews only? **Current job descriptions are available. Employees can be made available for either job questionnaires or in-person interviews. Given the current situation with COVID-19, remote or electronic communication is allowable and appreciated.**
11. Due to the current situation with COVID-19, will you accept the proposal via email or electronic submittal in lieu of hard copies or USBs? **The City of Roseburg will allow acceptance of electronic copies via email in lieu of hand delivering or mailing hard copies as allowed by state statute.**
12. Will you accept scanned signatures in lieu of original ink? **The City of Roseburg will allow acceptance of scanned signatures in lieu of original ink as allowed by state statute.**

## **Advertisement**

### **1. ITEM #1 – ADVERTISEMENT**

- a) Revise the first paragraph in the advertisement as follows:

#### ***CURRENTLY READS:***

**NOTICE IS HEREBY GIVEN**, the City of Roseburg is requesting sealed proposals (RFP) from qualified persons to provide *Class and Compensation Consultant Services* for assessment, analysis and recommendations regarding the City's Non-Represented pay plan. Interested parties will be provided sufficient information to prepare and submit proposals for consideration by the City. It is the City's intent to select the most advantageous proposal based on the evaluation criteria set forth in the Request for Proposals (RFP) packet. A copy of the RFP packet may be downloaded from the City's website at [www.cityofroseburg.org](http://www.cityofroseburg.org)

#### ***REVISED TO READ:***

**NOTICE IS HEREBY GIVEN**, the City of Roseburg is requesting sealed proposals (RFP) **or electronic proposals via email** from qualified persons to provide *Class and Compensation Consultant Services* for assessment, analysis and recommendations regarding the City's Non-Represented pay plan. Interested parties will be provided sufficient information to prepare and submit proposals for consideration by the City. It is the City's intent to select the most advantageous proposal based on the evaluation criteria set forth in the Request for Proposals (RFP) packet. A copy of the RFP packet may be downloaded from the City's website at [www.cityofroseburg.org](http://www.cityofroseburg.org)

## **2. ITEM #2 – ADVERTISEMENT**

b) Revise the second paragraph in the advertisement as follows:

### ***CURRENTLY READS:***

All proposals must be sealed, clearly marked Class and Compensation Consultant Services Proposal - RFP No. HR-20-01, 2:00 p.m., Tuesday, August 4, 2020 and received in the City Manager's Office at Roseburg City Hall by the above specified date and time. Any proposal received after that date and time, or not submitted in the proper manner, will be returned without further consideration.

### ***REVISED TO READ:***

All proposals must be **submitted by paper or electronically via email**. **Proposals received in paper format must be** sealed, clearly marked Class and Compensation Consultant Services Proposal - RFP No. HR-20-01, 2:00 p.m., Tuesday, August 4, 2020 and received in the City Manager's Office at Roseburg City Hall by the above specified date and time. **Proposals received electronically via email must be clearly marked in the subject line of the email "Class and Compensation Consultant Services Proposal – RFP No. HR -20-01, 2:00 p.m., August 4, 2020" and be received by Amy L. Sowa, City Recorder, by the above specified date and time.** Any proposal received after that date and time, or not submitted in the proper manner, will be returned without further consideration.

## **General Requirements and Instructions to Proposers**

### **3. SECTION NO. 10 – DELIVERY OF PROPOSALS**

a) Revise Section No. 10 of the Request for Proposals as follows:

### ***CURRENTLY READS:***

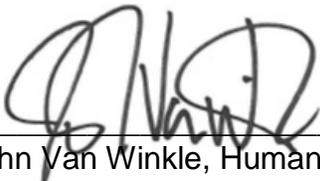
In order to be considered, **3 copies of the** sealed proposals must arrive at the City Manager's Office before the time and date of the Solicitation Closing as described in this RFP. Proposers who mail proposals should allow extra mail delivery time to insure timely receipt of their proposals. Proposals received after the Solicitation Closing will not be considered and will be returned unopened to the proposer. Proposals must be submitted in sealed envelopes clearly marked with the RFP number shown in the caption of this RFP and the time and date of the Solicitation Closing.

### ***REVISED TO READ:***

In order to be considered, **3 copies of the** sealed **paper** proposals must arrive at the City Manager's Office before the time and date of the Solicitation

Closing as described in this RFP. Proposers who mail proposals should allow extra mail delivery time to insure timely receipt of their proposals. Proposals received after the Solicitation Closing will not be considered and will be returned unopened to the proposer. Proposals must be submitted in sealed envelopes clearly marked with the RFP number shown in the caption of this RFP and the time and date of the Solicitation Closing. **Electronic copies of proposals may also be received electronically via email. To submit proposals electronically, proposal must be sent to the attention of Amy L. Sowa, City Recorder, by emailing [asowa@cityofroseburg.org](mailto:asowa@cityofroseburg.org) before 2:00 p.m., August 4, 2020.**

**END OF ADDENDUM NO. 1.**

A handwritten signature in black ink, appearing to read 'John Van Winkle', is written over a horizontal line.

John Van Winkle, Human Resources Director  
Issued July 27, 2020