



Date: November 18, 2021
To: All Vendors
Subject: Addendum #1

REFERENCE: P004-22 Classification & Compensation Review Services

This Addendum forms part of the contract and clarifies, corrects or modifies original proposal document.

New Submission Date & Time: December 1, 2021 by 5:00 PM

New Opening Date & Time: December 2, 2021 at 11:00 AM

Question 1: Are the current job descriptions considered accurate from the perspective of employees, supervisors, and HR?

Answer 1: BPUB maintains job descriptions and they are reviewed by Human Resources & Hiring Managers whenever we are hiring for the position.

Question 2: Does BPUB have a list of current comparable organizations for the salary survey?

Answer 2: Vendors can benchmark with organizations who are members of the American Public Power Association. Some of the utilities BPUB communicates with are:

- Austin Energy
- City of Austin Human Resources Department
- City of Arlington
- City of Denton
- Denton Municipal Electric
- City of El Paso
- San Antonio Water Supply
- City of Corpus Christi
- City of Garland
- Garland Power & Light
- Guadalupe-Blanco River Authority
- Cameron County
- City Public Service San Antonio
- City of Bryan
- San Antonio Water Supply
- Lower Colorado River Authority
- Magic Valley Electric Cooperative
- City of San Marcos

- City of McAllen
- New Braunfels Utilities
- Kerrville Public Utility Board

Question 3: In 2017, were market data collected on all benchmark jobs or a smaller list of jobs?

Answer 3: In 2017, the consultant studied 42 positions from our organization. Based on that data, the consultant was able to slot other job titles. Base the proposal response on best practices and make a recommendation on how positions should be selected for the study.

Question 4: The scope of work refers to a review of ‘internal equity’. Does BPUB use a job evaluation methodology (i.e. point-factor) to determine internal equity or salary grade assignment?

Answer 4: BPUB currently does not use job evaluation methodology, however we are interested in having this issue addressed based on best practices.

Question 5: What other survey sources does BPUB reference for market data? Any industry or local salary surveys?

Answer 5: BPUB uses other survey sources such as: American Public Power Association, American Waterworks Association, RGV HR Consortium, and specific requests received, usually from other utility companies.

Question 6: Does BPUB have a specific timeline for completion of the study?

Answer 6: The vendor shall provide a timeline in their proposal response.

Question 7: Does BPUB currently utilize a compensation software? If so, what program, or what are the reasons for changing?

Answer 7: BPUB is in the implementation phase with Salary.com.

Answer 8: With questions submitted on the 15th, and requirement of hard copies of the proposal, will BPUB consider an extension of the submission timeline to November 24th to allow for changes to proposals based on responses?

Answer 8: An extension will be granted and is stated above.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. Complete and return via email to nespinoza@brownsville-pub.com

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

If you have any further questions about the Bid, call (956) 983-6353.

BY: *Nicole Espinoza*
Purchasing Buyer