



Date: February 2, 2022  
To: All Vendors  
Subject: Addendum #1

**REFERENCE: P019-22 Classification & Compensation Review Services**

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

**Question 1:** Does BPUB want a benefits survey also to be conducted?

**Answer 1:** No, a benefits survey will not be required.

**Question 2:** Does BPUB want job descriptions updated if needed?

**Answer 2:** No, an update on job descriptions will not be needed.

**Question 3:** How many employees does BPUB have?

**Answer 3:** BPUB has 566 employees currently and on average has 600 employees.

**Question 4:** Is there a preferred timeline for completing the study?

**Answer 4:** Preferred timeline is 3-6 months; however, BPUB understands given the scope of the project, it may take longer than 6 months to complete.

**Question 5:** In the 2017 study that developed the current salary structure, did BPUB conduct a project with a similar scope (i.e. collecting market data on all jobs)?

**Answer 5:** No, the previous study included only 42 positions.

**Question 6:** Can a copy of this report be provided to potentially answer some of the other questions?

**Answer 6:** The report can be provided to the successful awarded vendor upon request.

**Question 7:** On page 9 of the RFP, Proposed Services, 1. Market Survey –BPUB would like to conduct a salary survey of all job titles (currently 240). Best practices are to review up to 50% of the job titles as benchmark jobs, including jobs at all levels of the organization –high, low and in-between, highly populated, hard to recruit and retain—and create/update a salary structure based on the data obtained. The remaining jobs can be slotted based on internal equity—ideally through a formal job evaluation

methodology. Is BPUB open to this process or is attempting to collect data for all 240 job titles required?

**Answer 7:** BPUB’s scope of work is requesting to study all positions.

**Question 8:** Does BPUB currently utilize a job evaluation methodology?

**Answer 8:** Yes, BPUB currently utilizes a job evaluation methodology.

**Question 9:** Are BPUB’s job descriptions considered to be updated and accurate? Last updated?

**Answer 9:** BPUB’s job descriptions are up to date and evaluated on an ongoing basis.

**Question 10:** Is BPUB able to share its existing salary schedule(s) at this time?

**Answer 10:** This information will be shared to all potential bidders, separately, as a pdf document.

**Question 11:** Based on the tentative timeline outline on page 6 of the RFP, the selected firm will be sent to the BPUB board for approval 3/14/2022, is there an anticipated start and completion date for the project?

**Answer 11:** Response is same as on Question 4 - Preferred timeline is 3-6 months; however, BPUB understands given the scope of the project, it may take longer than 6 months to complete.

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](mailto: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