



Date: May 3, 2022
To: All Vendors
Subject: Addendum #1

REFERENCE: P041-22 Classification and Compensation Review Services

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

Question 1: Are the services on top of using the current system?

Answer 1: BPUB's expectation is to benchmark directly with other organizations. The expectation is for the vendor to conduct the market study and provide a list of benchmarked organizations. When asked, the vendor should have the ability to provide in-depth information about the position studied.

Question 2: The benefits piece is the part I don't think we would be a good fit, so don't want to bid if that is a priority.

Answer 2: It is the intent of BPUB to, at a minimum, solicit services identified as 1, 2 and 3 under the Scope of Work, Specific Services section. BPUB would consider these 3 to be the priority. Vendors are encouraged to provide a cost for as many of the specific services as they can provide.

1. Conduct market study (survey) of each position in the BPUB pay plan and recommend placement (slotting) of the position in BPUB's pay structure.
2. Recommend pay for each existing incumbent in a position based on market study results and internal equity. Determine the total implementation cost of study.
3. Recommend appropriate premium pay options to supplement the compensation and classification program plan. (e.g. may include a recommendation for additional pay for certifications, professional licenses, special skills, temporary "acting" assignment at higher level duties, pay alternatives for exempt level workers not normally eligible for overtime, and similar pay practices).

Question 3: What is the agency's primary concerns or pain points in conducting this study?

Answer 3: BPUB's primary concerns are as follows: a) BPUB's competitiveness in its recruitment and retention efforts; b) Competitive pay when compared to external equity; c) Pay recommendation addressing internal equity

Question 4: How many comparable labor markets does the agency typically utilize in these types of studies?

Answer 4: Recent studies have looked into Texas utilities, Texas cities, Texas counties, and a few out-of-state cities. BPUB looks at approximately 20 to 23 different organizations/labor markets.

Question 5: Is there a particular survey source that the agency prefers to utilize for private sector data? If so, which one(s)?

Answer 5: No, there is no particular survey source that BPUB prefers.

Question 6: Is the agency willing to conduct all work virtually through web and telephone conferences and sharing of electronic documents through a secure online portal provided by the vendor?

Answer 6: BPUB believes that some phases of the project may require on-site review. However, anticipating that the vendor has the appropriate technology and expertise to carry out the study in this format and lead it to its successful implementation, BPUB is open to having all work conducted virtually and by telephone conference.

Question 7: Are there any specific timeline considerations for this project that are known at this time?

Answer 7: The preference is that items 1 through 3 under specific scope of work are completed to the point of determining implementation cost before BPUB's end of the fiscal year at or around July-August 2022. Other items do not have a specific timeline.

Question 8: What is the agency's budget for this project?

Answer 8: Since the scope of work is broad, BPUB has not determined a specific budget for this project.

Question 9: Approximately how many staff hold supervisor/manager positions?

Answer 9: There are approximately 48 middle and senior management positions, and 30 administrator/supervisor positions.

Question 10: Does the agency have a compensation policy that it can share with vendors at this time?

Answer 10: BPUB has a Classification and Compensation Program that outlines the practice followed to determine compensation for new-hires, promotions, demotions, etc., that will be shared with the selected vendor.

Question 11: Do you require physical tab dividers for each section and if so, are they required for the original AND copies or just the original proposal?

Answer 11: Yes, physical tab dividers are required for all copies submitted.

Question 12: The instructions say to “Insert outline format for proposal paragraph immediately prior to the response to each section. Sequentially number all pages within each tab.” Does this mean you want a Table of Contents at the start of each tab that lists the required subsections? And do you need the sequential numbers to start over for each tab or can it be continuous from the previous sections?

Answer 12: Yes, a Table of Contents is required at the start of each tab. If you prefer to start the numbering again from the beginning, recommendation is to place the tab reference to the page numbering.

Question 13: Are the only forms that require an ink signature the proposal’s authorized signature (which would be on our cover letter) and the cost proposal form? Can we use an electronic signature on all other forms (Debarment Certification, Ethic Statement, etc.)?

Answer 13: The cost proposal form can be manually or digitally/electronically signed, however, it must be signed in order to be valid. The remaining forms can also be signed digitally/electronically.

Question 14: Do we need to complete a Proposal Disclosure Statement form? If so, where can we find this form?

Answer 14: The Proposal Disclosure Statement form is not required.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. Complete and return via email to dsolitaire@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 proposal, please call (956) 983-6366.

BY: *Diane Solitaire*
Purchasing