



Purchasing Division

REQUEST FOR PROPOSAL: Job Classification, Job Analysis, and Compensation Structure

ADDENDUM NO. 1

DATE: June 18, 2019

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made part of the bid document. Please acknowledge receipt by printing and signing this document.

Questions & Answers

1. Will all 635 full time and 143 part time employees (including the elected officials, City Council office and Administration staff, and police) be included in the study? If not, please provide the number of employees that will be included in the study? (Follow up email on 06-07-19 asked if both police and fire would be included.)
 - a. Yes. The full time employee count includes both Police and Fire personnel.
2. We have counted that 258 job titles represent the City's employees. Can you please confirm that number is accurate / clarify the number of unique job titles that will be included in the study?
 - a. Approximately 220 to 240 unique job titles.
3. Are any of the employees in the study covered by a collective bargaining unit or union? If so, please provide unit/union names.
 - a. No.
4. What benefits is the City looking to have analyzed/compared?



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- a. All of the City's benefit programs, including but not limited to the benefits listed on the city's website - www.ogdencity.com/392/Benefit-Summaries
5. Is there a proposed budget and expected time frame for completion of the study that you can share with us?
 - a. There is not a proposed budget at this time, however, money has been designated for the consulting fees. We would like to see the process take 6 to 9 months but we are willing to be flexible to ensure the process is completed thoroughly.
6. What is the City requesting in terms of a "succession plan?"
 - a. Identify a process for the city to develop new leaders who can replace old leaders when they leave or retire.
7. Does the City have updated job descriptions?
 - a. Yes but we are requesting review and recommendations for changes and updates to job descriptions.
8. Do you have a specific timeframe for this project (start date and completion date)?
 - a. We would like to see the process take 6 to 9 months but we are willing to be flexible to ensure the process is completed thoroughly. Would expect the project to start as soon as possible after selecting a consulting firm.
9. On page 4 it states, "The consultant will be requested to attend regular meetings with city representatives to discuss the process and tasks to be performed and to provide updates and training to various city representatives at each phase of the plan." • Are these meetings to be held in-person, or are Webex and conference call meetings sufficient?
 - a. Expectation would be some in-person meetings, however, Webex and conference calls will also be sufficient.



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10. On page 6, how much preference or weight is given to local government references, and does "local" mean in the state of Utah?
 - a. Local government references are preferred e.g. city and county government clients. References do not need to be located in the state of Utah.
11. On page 7, it states that the City may be holding in-person interviews for review of the proposals. Do you have a general time frame for that possibility?
 - a. It is expected that the in-person interviews will be held in mid to late July or August 2019.
12. On page 9, does this kind of professional services / consulting work require that the Consultant be a licensed contractor in the State of Utah?
 - a. This general requirement does not apply to this RFP.
13. Was this type of consulting work included in the budget for the next fiscal year?
 - a. Yes.
14. When was the last time you had a Compensation and Classification study?
 - a. Ralph Anderson and Associates completed a study for Ogden City in the early 1990s.
15. Did a consultant perform this study? If so, who was the consultant and at what professional fee structure?
 - a. Ralph Anderson and Associates. Unknown.
16. If so, how many job classifications are associated with the approximately 635 budgeted full-time employees (including sworn police officers and firefighters) and over 143 part-time employees?
 - a. Approximately 220 to 240 unique job titles.



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17. Do you have a projected budget range for this project?

- a. There is not a proposed budget at this time, however, money has been designated for the consulting fees.

18. Do you have a projected timeline for this project?

- a. We would like to see the process take 6 to 9 months but we are willing to be flexible to ensure the process is completed thoroughly.