

Questions and Answers on RFP for Compensation Study with Update to Pay Grid

In the RFP, it says that there will be 32 positions included in the study, of those 32 positions, how many unique job titles are there?

- 27 job titles

How many pay grades are represented in your current grid, and does it also include a step schedule? How often and/or when are staff eligible to advance to a new step, or a higher salary, within the grid?

- 20 pay grades. 20 steps per grade.
- Each employee goes up one step at the beginning of each fiscal year on July 1.

How many unique titles are assigned to each pay grade?

- 0-5

The RFP also references a review of job descriptions. Is the intent of the review to update and revise the job descriptions, or simply to ensure the information is complete in order to collect the appropriate data? Will the meetings occur with staff and the Town Manager separately or together?

- The goal is to check to ensure each job description accurately describes what each employee actually does. Meetings can occur jointly with staff and Town Manager together.

If recommended changes are proposed for job descriptions, approximately how long will it take for them to be finalized/approved in order to use them as a reference for data collection?

- Unsure but perhaps 2-3 weeks.

Are the preliminary findings meetings intended to be separate meetings with each audience (Town Manager, designated staff and Selectboard members), or one meeting with all parties included?

- Three separate meetings

Will there be any meetings following delivery of the final report?

- There may need to be additional meetings but the RFP does not cover this so bid as if there are no meetings following the final report.

Under cost proposal requirements, we saw the ask that this be a lump sum proposal. We often include a detailed breakdown re: cost for each “bucket” of work – would it be acceptable to include that?

- That will be acceptable but please also total the sum for the work on the proposal.

Are there any other responses to questions you have received from other responders that may be relevant to share?

- There has only been one other question which I will share here along with the answer:
 - Please advise whether the Town is looking only for an external marketplace review of salaries and benefits, or whether you also want to include an internal equity/review of job classifications and ranking within the organization
 - I don't believe we included an internal review of job classifications and rankings in the RFP. But if you would like to include that as an addition to the scope of work included in the RFP that may be helpful information to have.

We often hold scoping calls with clients before finalizing proposals and would be available to jump on a call to discuss these questions in detail if a phone conversation would work for you.

- Unfortunately due to the nature of the RFP process a call prior to the due date of the RFP is not possible.