



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Joyce A. McClane, CPPB
Purchasing Manager
DATE: **April 28, 2021**
SUBJECT: **Addendum #01 – Proposal #21000607 – Compensation & Classification Study**

This addendum has been issued because of the following:

1. Attached are Questions and Answers
2. Listed below is the Google Meet information for the bid opening date – Tuesday, May 11, 2021 at 3:00 p.m.

Join with Google Meet

meet.google.com/zto-yxds-tsb

Meeting ID

meet.google.com/zto-yxds-tsb

Phone Numbers

(US)+1 617-675-4444

PIN: 661 319 202 2082#

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Purchasing Manager, Joyce McClane, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you,

Joyce A McClane, Purchasing Manager



QUESTIONS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES
For Compensation & Classification Study
PROPOSAL# 21000607

1. Does the City have up-to-date job descriptions?
Some job descriptions are up to date, but should probably be reviewed for validity.
2. Does the City anticipate the consultant will collect and analyze job through a job questionnaire?
Yes, this is probably the best way to validate that job descriptions are accurate/valid.
3. Does the City have current market data or does the City expect the consultant to conduct a market study as part of the scope of the study in order to analyze the current pay structure?
The consultant will be expected to complete this as a scope of the work.
4. Does the City expect the consultant to make recommendations to update the current pay structure, or just realign jobs within the current pay structure?
Yes.
5. Does the City want the consultant to calculate the cost of implementation for our recommendations?
Yes, in conjunction with Human Resources and City of Flint Finance Department.
6. Does the City want the consultant to provide assistance with implementation and/or training?
Yes. The City would like the consultant to provide assistance with implementation and training on new processes and procedures related to creating/developing job descriptions, classifications and reclassifications.
7. Has the City established a budget for this project? If so, will that amount be shared with bidders?
No.



Due to the current situation with COVID-19, Segal employees are continuing to work remotely, at least through July 2021.

8. Will you accept the proposal via email or electronic submittal in lieu of hard copies or USBs?

Yes, this is a preferred method.

9. Will you accept scanned signatures in lieu of original ink?

Yes, due to Covid restrictions we are able to accommodate.

10. Regarding notarized forms, we have the ability to notarize the forms but due to employees working remotely, all forms will be scanned. Is that acceptable?

We need an original notarized copy of awarded proposal.

11. Please clarify question number 8. Will you accept proposals electronically or email? Which One?

Yes. Electronically.

12. Please clarify question number 10. Do we need to have original documents notarized?

Yes.

13. Do we need to have a license with the State of Michigan prior to sending bid or when we receive the contract? States have different requirements.

Send all of your references and qualifications with your bid.

14. Do we need to include the certificate of insurance with our bid or when selected to received contract?

Yes. Send a copy of your certificate of insurance with bid.

15. Is this RFP for a market analysis or peer group identification with a private sector group? The RFP does not discuss this, but the question do. What are your expectations?

We are looking for comparisons of like positions with municipalities for our list, public sector analysis and validation of job descriptions. Making sure job descriptions are competitive and help to retain employees. Also, keep up with other municipalities and the industry. We have an up to date database with Michigan Municipal League (MML). We want to make sure our job descriptions compare to other municipalities are aligned.



16. For this study, do you want to include job descriptions with benefits that include base pay and step increases?

Not necessarily medical benefits, but other benefits.

17. Can you provide examples?

Longevity and any special pays.