



JURUPA COMMUNITY SERVICES DISTRICT

ADDENDUM NO. #1 TO THE RFP FOR CLASSIFICATION AND COMPENSATION STUDY

Addendum No. 1: March 12, 2024

This Addendum No. 1 provides an answer to questions asked and the above referenced contract is hereby amended in the following manner and the following manner only. The bid due date and time has NOT been changed.

All provisions of the attachments to this Addendum No. 1 are hereby incorporated by reference into the subject RFP. Consultants shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each consultant shall acknowledge receipt of this Addendum in the spaces provided herein.

Questions and Answers

Question 1.1: Indicate the number of classifications that will be included in the study.

Answer 1.1: The District has a total of 8 part-time classifications and 117 full-time classifications.

Question 1.2 Provide an allocation report that shows each classification and the number of employees in each position.

Answer 1.2 See attachment 1.

Question 1.3 Is the District open to having the study conducted 100% virtual with no on-site visits?

Answer 1.3 No, we would like to have in-person meetings. We are open to a couple as virtual but primarily in-person.

Question 1.4 Does the District have a predetermined list of comparators it wishes to use or do you want the consultant to provide? If the District has a list, can they provide it to us?

Answer 1.4 We would like the consultant to provide.

Question 1.5 Would the District accept email only submission in place of the hardcopies requested in the RFP?

- Answer 1.5** We would still like the hard copy please.
- Question 1.6** Does the District have a determined budget for the study? If yes, can you share that with us?
- Answer 1.6** We currently have \$150,000 allocated in the budget for the study. We can discuss an amendment if necessary.
- Question 2.1** How many unique job titles will be included in the study?
- Answer 2.2** See attachment 1.
- Question 2.2** Is the district comfortable with virtual meetings? If so, are there certain meetings the district would like to have onsite?
- Answer 2.2** We are open to a couple as virtual but primarily in-person.
- Question 2.3** Phase 2, #5: This bullet notes interviews – is the District comfortable with a job analysis questionnaire in lieu of interviews?
- Answer 2.3** The expectation is that all employees will fill out a PDQ and some interviews will be conducted for clarification or upon request.
- Question 2.4** Required Proposal Components, 6. Team Experience: this section notes to list development impact fee, cost of services, and cost allocation plan studies performed within the last five years. Can you confirm that this should be Compensation and Classification projects or should this bullet/section be disregarded altogether?
- Answer 2.4** See amendment below.

Amendments

1. **RFP for Classification and Compensation Study, Required Proposal Components, 6. Team Experience**
 - a. **REMOVE** First sentence from: 6. **Team Experience** as follows:
Listing of development impact fee, cost of services, and cost allocation plan studies performed within the last five (5) years.

REPLACE it with the following:
Listing of classification and compensation studies performed within the last three (3) years.
2. **RFP for Classification and Compensation Study, Required Proposal Components, 10. Board Presentation**
 - a. **REMOVE** First paragraph from: 10. **Board Presentation** as follows:

The Consultant shall prepare a summary presentation of the project and recommendations for review by District staff. Consultant shall attend and assist District staff in presenting to the Board of Directors.

3. RFP for Classification and Compensation Study, Responsibilities of Consultant, 3.2.5 District's Representative

- a. **REMOVE** First sentence from: 3.2.5. **District's Representative** as follows:
The District hereby designates Vanessa Martinez, Finance Manager, or his or her designee, to act as its representative for the performance of this Agreement ("**District's Representative**").

REPLACE it with the following:
The District hereby designates Sharmeen Bhojani, Human Resources Manager, or his or her designee, to act as its representative for the performance of this Agreement ("**District's Representative**").