



City of Kyle, Texas
RFP NO. 2023-09-SD

ADDENDUM No.1 9-27-2023

Q1. Do you wish all employees to complete a job questionnaire in order to review and propose changes to job descriptions, or are there only specific positions the City seeks a classification review on?

A1. Job questionnaires only needed for specific positions that the City seeks classification review on.

Q2. For the update of job descriptions for certain positions: How many classifications are to be included and how many incumbents and supervisors hold/supervise those classifications?

A2. 10-12 classifications to be included. Approximately 100 incumbents and 25 supervise those classifications.

Q3. Is the City amenable to complete virtual conduct of the work through teleconferencing and sharing of electronic documents via a secure online portal supplied by the vendor?

A3. Yes.

Q4. Are there any specific deadlines for this project known at this time?

A4. No specific deadline. The sooner the better since results impact recruiting efforts and equity.

Q5. What is the expected budget for this study?

A5. For the study itself would like to come under \$75,000.

Q6. Has the City utilized a consultant for this type of work previously, and if so, was the City satisfied with the work conducted?

A6. No, the City has never used a consultant for this type of work.

Q7. The budget year starts next month – is this study for implementation late next year? If so, is it OK to start in Q1 of 2024 and have it finished within 4mo of starting date?

A7. The City budgeted money in FY 23-24 to fund equity-based adjustments. The desire is to start as soon as possible with the compensation study and classification analysis.

Q8. Is the City willing to have department head meetings with key personnel to review jobs for internal equity? We leverage these for job description updates also.

A8. Yes.

Q9. Regarding job descriptions – should we expect to overhaul the job descriptions or just make suggestions?

A9. Just make suggestions.

Q10. Are virtual meetings acceptable for the project?

A10. Yes.

Q11. It doesn't seem that the City is interested in a full job classification study. Please confirm how many job titles (and subsequently how many incumbents) require a classification review. Does the City want the successful vendor to perform any FLSA analysis or update job descriptions and, if so, how many?

A11. An estimate of 50 job titles need classification review. No FLSA analysis or update of job descriptions updates required. The City will update those as needed as per the analysis.

Q12. Please confirm the City has roughly 150 job titles and 400 employees in total.

A12. The City has less than 150 job titles and currently active 312 employees. Approved for 395 FTE.

Q13. Does the scope of the analysis include sworn police and fire as well? If so, are they included in the 150/400 count?

A13. Scope of analysis includes sworn personnel, no fire. Yes, the sworn personnel are included in the count.

Q14. Item 8 under Required Services alludes to "job evaluation" while Item 11 alludes to "internal equity." However the primary goal of the project seems to be a market survey, or external equity. Can you please confirm whether the City expects a formalized job evaluation system to be developed as part of this study?

A14. The City would like a recommendation on how to maintain internal equity while remaining competitive in job offers as per the results of the market study.

Q15. If the successful respondent has a prior meeting scheduled for 10/17, is it permissible for that consultant to present to the City Council virtually? If not, could a different date be identified?

A15. Virtual Meeting is an option, an in-person meeting is preferred. Regular City Council meetings are held on the first and third Tuesdays of the month. Next one would be in November.

Q16. In lieu of letters of recommendation, are references that may be contacted permissible for the Evaluation of Proposals?

A16. Letters of recommendation preferred. References may be accepted in lieu of letters of recommendation.

Q17. What is the City's desired schedule for completion and is there flexibility in this date, if necessary?

A17. The City budgeted money in FY 23-24 to fund equity-based adjustments. The desire is to start as soon as possible with the compensation study and classification analysis.

Q18. What is the City's approved budget for consulting services to be provided for this project?

A18. The City has \$75,000 approved in FY 23-24 budget for compensation and classification analysis.

Q19. Does the City anticipate the successful vendor to provide any implementation assistance for the project?

A19. It depends on what the recommendation for implementation is. Assistance is always preferred from a consultant that is an expert in the field of compensation.