

ADDENDUM NO. 1

August 13, 2018

REQUEST FOR PROPOSAL (RFP-2018-18) FOR COMPENSATION STUDY

The following clarifications, amendments, additions and / or deletions are hereby made a part of the RFP for “**Compensation Study**”. This Addendum addresses DHA responses to vendor’s questions regarding the aforementioned RFP and DHA’s response to same.

DHA’s RESPONSE TO QUESTIONS:

1. Are Senior Management positions (President/CEO, Chiefs, and Vice Presidents) included under the scope of this study?

Yes.

2. Are job descriptions current for all positions?

Yes

3. Does DHA currently utilize salary ranges? If so, when were they last updated?

Yes; 2010

4. Does the scope of work include a custom survey of direct comparators?

Yes

5. Please clarify what benefits information is to be included in the study? Is DHA interested in prevalent practices and overall alignment with the marketplace, or actual dollar amounts of benefits provided by other organizations?

Yes - Medical, dental, vision, disability, life insurance, pension, holidays, paid time off, uniforms

6. When was a compensation study last undertaken by DHA?

2006

7. Does DHA currently utilize any form of a Salary Administration Program/Policy Manual? Is a new Manual an expected deliverable of this engagement?

DHA currently has an established salary table which has been updated over the years with COLA. New policy and table is required from the successful proposer.

8. Has the Agency previously utilized an outside consultant to provide similar services? If so, has this consultant been invited to bid on this study?

Yes

9. What are DHA's expectations with regard to the total number of onsite meetings?

Depends on the plan proposed.

10. Under Section 3 participation, are vendors required to subcontract services to local businesses?

No.

11. When was the last time you had a Compensation and Classification study?

2006

12. Did a consultant perform this study? If so, who was the consultant and at what professional fee structure?

2006; Public Sector Personnel Consultants; DHA does not discuss fee structures.



13. Do you need Job Descriptions updated?

No

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

No.

