The following addendum items clarify the requirements of the contract documents for this project. The articles in the addendum take precedence over the previously published documents.

The following questions have been received from interested respondents. Below you will find the questions received and the Authority’s response.

Question #1:

The RFP mentioned a communication plan and assistance to execute it. We have different levels of service where we can help roll our compensation to your team and have a customer success team to answer questions. I’m not sure if that is what is meant by a communication plan and assistance executing. Can you elaborate on what is needed?

Answer #1:

We are primarily looking for a plan that covers the timing and frequency of communication to employees throughout the process and assistance preparing the content to communicate the end results. We don’t need a customer service team to answer questions.

Question #2:

Regarding the review of the compensation philosophy, the definition of a pay philosophy can be as simple as identification of the competitive market and the desired position relative to that market, or as comprehensive as engaging the governing body, senior leadership and employees (generally via a perception survey) to understand goals, prioritize the different elements of total compensation, and formally adopt the philosophy. Can you explain in a bit more detail the Authority’s expectations regarding the pay philosophy?

Answer #2:

We would like you to review our current philosophy and make a recommendation regarding that philosophy. We do not intend for you to complete an in-depth engagement.

Question #3:

Can you please provide the name of the consultant who completed the prior studies in 2009 and 2015 and at what professional fee structure?
Answer #3:

The studies were completed by the Bronner Group and Evergreen. The cost of the 2015 study was $26,415.00. The cost of the 2009 study was $18,970.

Question #4.

Can you share publicly the obstacles that prevented implementation of the study results in 2015 (if, of course, they are pertinent to the study at hand)?

Answer #4:

They are not pertinent to the study at hand.

Question #5:

Are any employees and job titles represented by a union? If so, how many?

Answer #5:

None

Question #6:

Is the study to include part-time, seasonal, temporary, or intern positions?

Answer #6:

Part-time but not the others.

Question #7:

Does the Authority have access to any published sources of industry-specific data it would like included in the analysis? If so, which one(s)?

Answer #7:

Yes. The Compensation Survey Report for the National Air Transportation Association. Airports Council International-North America (ACI-NA) also has a Compensation and Benefits Survey that we would make available to the selected firm to review for relevancy.
Question #8:

Regarding the review of the merit system, can you elaborate on the Authority’s expectations? Do you wish for the consultant to develop a replacement performance evaluation process? If not, what is the anticipated deliverable?

Answer #8:
To review the existing system and provide a professional opinion on the system. Replacement is not expected.

Question #9:

What is the Authority’s desired schedule for completion.

Answer #9:

Ideally, we would like to have the final report by April 30, 2018 so that changes in compensation could be considered in the 2019 budget preparation.

Question #10:

Who was the previous consultant that worked on the past compensation and classification studies?

Answer #10:
See Answer #3 above.

Question #11:

Do you have a timeline needed for completion?

Answer #11:
See answer #9 above.

Question #12:

Do you have a projected budget range for this project?

Answer #12:
Price will be scored at the percentage stated in the RFP.
Question #13:

On Page 1, you state that your current WIG focused on improving employee engagement. Have your recently surveyed your employees on the topic of employee engagement? If so, when and what were the top three areas of concern?

Answer #13:

It is our belief that a wage study with results that are clearly communicated to the employees will have a positive impact on employee engagement.

Question #14:

Would you consider a sub-section of your non-HR employees (who are influencers) being involved in the design of the compensation program to help improve employee engagement?

Answer #14: The established project team does encompass non-HR personnel.

Question #15:

Do you have an employee advisory committee/council that is representative of the workforce we could leverage for our study?

Answer #15:

No.

Question #16

Do the collective bargaining agreements prescribe representative committees that we might need to consider as part of this engagement (e.g., Health & Safety, Employee Engagement)?

Answer #16:

Collective bargaining agreements are not applicable.

Question #17

Can you provide a current breakdown of which positions are represented by each bargaining agreement and when each agreement expires?
Answer #17:

Collective bargaining agreements are not applicable.

Question #18:

We will be submitting our response via FedEx or UPS for morning delivery on Wednesday, December 20th. Given potential delay due to holiday pressures, may we also submit our proposal electronically, including proof of shipment of the sealed response?

Answer #18:

**Sealed proposals** are due by 5 p.m. eastern time on December 20, 2017.

Question #19:

Can you provide a current set of organization charts?

Answer #19:

The most current organizational chart is attached. It does not reflect recent changes that have been made. An updated organizational chart will be made available to the selected firm.

Question #20:

What percentage of your position descriptions have been updated within the past two years?

Answer #20:

Approximately 30%.

Question #21

One strategy we employ to keep our client costs lower is to maximize collaborative technology. Is there a preference for how much work is performed on-site?

Answer #21

You should outline your collaborative methods in your proposal approach and this will be given consideration in the review of the proposals.

End of Addendum #1