



CITY OF SEGUIN
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April 23, 2014

ADDENDUM NO. 1

CITY OF SEGUIN BID # 99-2014-30

**Request For Proposals: Consulting Services for Review & update of
Classification and Compensation System**

This addendum modifies, supplements, and is hereby made a part of the bid document referenced above.

1. Questions from a potential Respondent have been received. The City's Answers serve to clarify the specifications.

Q1: Is there a preferred number of benchmark positions the City would like to use for the market salary survey? If so, how many of the 131 positions?

A1: The City and Consultant will select 35-40 benchmark positions to be used for the salary survey. These positions will include those that have experienced high turnover, those that have been difficult to recruit for and/or those for which a department may have expressed particular concern about competitiveness. Otherwise, benchmark positions should include a minimum of one position from each department and a good sampling of positions from various job classes.

Q2: Does the City want the hired consultant to have all employees complete a job assessment tool (i.e., questionnaire) for purposes of determining internal equity or just certain classifications? If only for certain classification, how many?

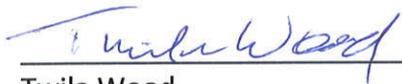
A2: Consultant should be prepared to complete a review only of those position descriptions identified as benchmark positions to ensure that the descriptions is accurate for comparison during the salary survey.

Q3: Is there a preferred timeline for completing this study?

A3: Consultant will make final report and recommendation to City Council by no later than September 30, 2014.

Q4: Does the City want the hired consultant to review and revise job descriptions and make FLSA determinations, if necessary?

A4: Only if concerns or questions arise about those positions that are identified as benchmark positions.



Twila Wood
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City of Seguin