

# VENDOR QUESTIONS AND ANSWERS

## March 20, 2014

### City of Whitewater EMPLOYEE CLASSIFICATION & COMPENSATION STUDY RFP

1. Who will oversee and lead this engagement from the City?
  - a. Primary contact will be Molly Parrish, Management Analyst, 262-473-0150
2. Regarding item 10 in the scope of services, how many meetings do you anticipate with the Board to present the final plan?
  - a. We will ask the selected vendor to make a minimum of two presentations to the Common Council. An initial kick-off presentation and a final presentation no later than October 7, 2014, to present the study results. However, if a vendor's standard process includes other presentations please indicate in proposal.
3. How many progress report meetings do you anticipate with the City staff Coordinating Committee? Do you know what staff positions will be members of that Committee?
  - a. At a minimum, the committee will comprise of the City Manager, Assistant City Manager, and Management analyst. The number of progress reports is to be determined upon the vendor's proposal.
4. How has this initiative been communicated to the City's employees thus far?
  - a. Department heads via management staff meetings. All employees will be communicated with in near future.
5. What type of compensation system do you currently have—step, open merit, broad band, other?
  - a. Step system, consisting of five steps.
6. Will part-time /hourly employees be included in this study?
  - a. Yes
7. Does the City have any represented employees?
  - a. Yes
8. Will you assist with distribution and collection of questionnaires and set up necessary interviews as part of a job factor analysis to measure the internal validity of pay grade assignments?
  - a. Yes
9. Will you assist with necessary interviews as part of a job factor analysis to measure the internal validity of pay grade assignments?
  - a. Yes
10. Will your staff revise the existing job description based on the data collected in the job description questionnaires or would revising those job descriptions be a consultant task?
  - a. We ask that the consultant revise the job descriptions.
11. The RFP does not specifically address comparable organizations. Do you have a historic list of comparables to be used for this study? If so, how many comparables do you anticipate utilizing for the study?
  - a. The list of comparables will be up for discussion upon award of contract.
12. If the City does not have a set of comparables, does the City want the successful consultant to develop a list as part of the study—based on empirical modeling?
  - a. The list of comparables will be up for discussion upon award of contract.
13. In terms of pay, is there a standard where the City wants to be in the marketplace (i.e. pay in the 50th percentile)?
  - a. To be determined

14. In terms of developing a performance management system, are you referring to a system for conducting employee appraisals and rewarding employees based on performance?
  - a. Yes
15. Regarding employee appeals, what kind of time parameters do you foresee to resolve the employee appeals that are filed within 30 days?
  - a. To be determined
16. What is the budget for this project?
  - a. \$15,000 - \$20,000
17. Please confirm that the proposal deadline is March 24, 2014. I assume that the February 28 on page 4 is a typo.
  - a. The deadline has been adjusted. Proposals may be submitted by mail, courier, or in person on or before **Monday, March 31, 2014**.