Addendum

Questions and Answers

- Does the Town currently utilize a job evaluation methodology for determining internal equity? If yes, please explain. No
- Are the job descriptions considered to be up-to-date/current? Were they updated during the 2018 study? If not, when where they last updated? No to both. The job descriptions have been updated as needed (randomly).
- The RFP mentions 46 full-time employees. Will all 46 full-time employees be included in the study? Will all part-time employees be included in the study? Yes, and we only have 1 permanent part-time employee who should be included.
- Will all 33 classifications mentioned in the RFP be included in the study? Yes
- Is there a desired/target date for completing the study? We would like an actual implementation date around April 2022.
- Who conducted the 2018 pay study? Piedmont Triad Regional Council
- Will the pay study include employee benefits? No
- Can proposals be submitted electronically? Yes
- Has the Town budgeted for the project? If so, can you indicate the amount? Yes, $15,000
- How often are these studies conducted? In the past, they were done as needed. It will be done every 3 years going forward.
- What changes were made as a result of the 2018 study? There was a 5% adjustment to the previous pay scale. Eight positions were moved to higher grades.
- What peer sources do you use? The sources used in 2018 were Apex, Garner, Wendell, Orange County, Care, Knightdale, Youngsville, Wake County, Chapel Hill, Oxford, Zebulon, Wake Technical Community College, Clayton, Raleigh, Franklin County, Durham, Wake Forest, and NC Highway Patrol.
- I'm curious if it is only government entities. Are you open to salary comparisons outside of government? We prefer local government entities at this time.
- How do you use cost of living data within your compensation system? Geographic cost of living comparisons were conducted in 2018.
- What is the desired timeframe for this project? The proposal outlines a start date before November 1, 2021; however, I do not see an expected end date. We would like an actual implementation date of March or April 2022.
- What role will staff play in this process? They should complete a position description questionnaire which should be reviewed by the supervisor. Will they have access to giving feedback? Yes, interviews with employees would be helpful.
- What is your preference for project delivery - in-person, virtual, and/or hybrid? At this point I would say hybrid.