

METROPOLITAN PIER AND EXPOSITION AUTHORITY



REQUEST FOR PROPOSALS #2024-08-M COMPENSATION STUDY

ADDENDUM NO. 1

May 30, 2024

This Addendum No. 1 consists of two (2) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposer must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: Exhibit 2 – Form of Agreement (posted as a separate word document)

Item #2: Replace Section 3. Scope of Services; Subsection 3. Compensation Study; c.) with the following:

*The Consultant will evaluate total compensation against the selected comparable agencies. The total compensation factors to be evaluated shall include salaries, wages, **and benefits (specifically, access to and level of long-term disability and life insurance).***

Item #3: Proposers' questions and/or requests and the MPEA's responses are provided below:

	Proposers' Question:	MPEA's Response:
1.	For the 44 non-represented employees in scope for this analysis, how many unique job or classification titles are currently used?	37 titles are being used.
2.	For the 44 non-represented employees in scope for this analysis, how many separate salary schedules are currently used?	None, salary schedules are not utilized.
3.	Do all jobs in the scope of this analysis have written job descriptions? When was the last time these were updated?	Yes, last time was 10 years ago.
4.	What process or evaluation tool are you currently using to classify each job/position?	For new positions MPEA utilizes web-based tools Salary.com, Glassdoor, PayScale, and SHRM.
5.	What process or evaluation tool are you currently using to assign pay grades?	No pay grades are currently used.
6.	When was the last time you completed a compensation study?	Over 10 years ago.
7.	When was the last time you completed a classification study?	Over 10 years ago.
8.	Is there an incumbent vendor providing similar services to those in this RFP?	No.
9.	What role (if any) will personnel outside of Human Resources have in this project? For example, will the consultant interview incumbents, supervisors, or department leaders to understand current classifications or pain points?	Yes, if necessary, they will be able to interview/ask questions.
10.	Are you willing to share a budgetary range that you consider feasible so we may appropriately scale the level of effort for this project?	A budget is currently not available. However, MPEA is seeking competitive proposals in response to this RFP.
11.	Do you have a preferred timeframe within which to complete certain deliverables?	Per the RFP, within 60 days.

12.	<p>For the “compensation survey of external regional labor market, selecting a minimum of ten (10) total external agencies within major markets for comparison,” is this a custom survey MPEA would like to conduct? If so:</p> <ul style="list-style-type: none"> ○ Does MPEA have an existing peer group they would like to use? ○ Will this survey cover all roles or is it intended for leadership level roles only? 	<p>No, there is no custom survey.</p> <p>No MPEA does not have a peer group.</p> <p>All levels except CEO position.</p>
13.	<p>For the “review the strengths and weaknesses of MPEA’s existing hierarchical organizational chart and make suggestions for potential reorganization,” is MPEA looking for reporting relationship recommendations and/or how jobs are organized within the organization (e.g., consistent functions and levels based on scope of responsibilities)?</p>	<p>Yes, these are the suggestions MPEA is looking for.</p>