



Compensation and Staffing Analysis

RFP # 22-09

ADDENDUM No. 1

January 31, 2022

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of four (4) pages including this cover sheet.

Please feel free to call (847-866-2910) or email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

Compensation and Staffing Analysis
RFP # 22-09

ADDENDUM No. 1
January 31, 2022

This addendum forms a part of the Specifications and Bid Documents for RFP #22-09 and modifies these documents. This addendum consists of the following:

Questions Received:

Question 1

Question: Is this RFP 22-09 the exact same RFP as 21-41 (from December 2021)? No changes at all except submission date?

Response: No, this RFP excludes the Police and Fire Departments in the staffing analysis. Police and Fire should still be contemplated in the salary analysis.

Question 2

Question: Does the City have an amount budgeted for the project or an anticipated range of cost? If so, can you indicate an amount or range of expected cost?

Response: The amount or range of expected cost should be provided by the proposer.

Question 3

Question: How many employees would be included in the scope of the study?

Response: As of December 31, 2021 the City had 665 Full Time employees and 108 part time employees.

Question 4

Question: How many job classifications/titles would be included in the scope of the study?

Response: Approximately 250 positions.

Question 5

Question: Did the City receive any proposals for RFP 21-41? If so, can you indicate how many?

Response: RFP 21-41 Compensation and Staffing Analysis Response list attached.

Question 6

Question: On 7, Evaluation Criteria, can you indicate the relative weight or points for the criteria? Are any points provided for M/WBE participation?

Response: Points are provided for M/W/EBE participation.

Question 7

Question: Under Staffing Analysis, how many employees would be included (that excludes police and fire)? (looks like 250 noted on page 6). Also, do you have an expectation as to the number of employees that would be interviewed?

Response: 250 positions are to be contemplated by the staffing analysis. Approximately 685 employees hold those 250 positions.

Question 8

Question: In Section 8-L, there is reference to indemnification. Is there any flexibility with the language? For example, the consultant would be responsible for “negligent” actions, not just “any” actions. Section 5-K of the Agreement appears to refer to negligent actions.

Response: Please refer to Exhibit J, Professional Services Acknowledgement, page 27 of the RFP Document

Question 9

Question: What is the expected time frame for completion of your project?

Response: The project should not exceed one year from the expected date of commencement in February 2022. The City would prefer a completion by December 31, 2022.

Note: Acknowledgment of this Addendum is required in the Bid.

City of Evanston Compensation and Staffing Analysis

RFP Number:

RFP Due: 2:00 p.m., February 11, 2020, Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL 60201

<i>Company Name</i>	<i>City/State</i>
ACS Firm	Chicago, IL