



**ADDENDUM No. 2  
City of Powder Springs**

Date: 02/09/2021

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

**This Addendum consists of:**

Response to questions posed to the City by proposers.

---

Receipt of addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

**All bids must be received before noon/12:00 PM by the Bid  
Opening date of February 18, 2021.**

Initials: \_\_\_\_\_

## **Response # 2**

### **RFP #21-004**

1. When would the City of Powder Springs (City) like this project to begin and end? The RFP states begin March 1, 2021 and end March 15, 2021.  
The City anticipates that this project will begin following council decision on the vendor in March and will be substantially completed with salary adjustment recommendations within 30 days of commencement in order to be included or addressed in the upcoming fiscal year budget.
2. Please confirm that the City has 83 unique job titles and would like updated job descriptions for each. Are you able to provide a list of all position titles?  
The current budget has 85.5 approved positions (6 of which are elected officials). Of these only 72 are currently filled. Updated job descriptions are desired.
3. How many Department Heads does the City employ? Do you anticipate your department heads to be involved? There are 8 department heads. They would be involved in the development of job descriptions.
4. Does the City have Bargaining or non-bargaining units? Are you in negotiations?  
No and no.
5. If the City has bargaining units, how many unions? N/A
6. When was the last time a compensation study was conducted? By whom?  
A study was conducted by the Atlanta Regional Commission in approximately 2013.
7. Which external labor markets does the City survey?  
Those similar to the City's labor market.
8. Does the City currently use a guide/system to determine how complex a job is?  
No.
9. Do Fire and Police have separate pay plans?  
No.
10. Is it the City's expectation the Fire and Police would separate pay plans going forward?  
The City does not have Fire.
11. To keep costs down, is the City open to phone/video conferencing for employee interviews?  
Yes, it is preferred.
12. If you would like onsite visits, how many do you anticipate?  
A minimum number.

Initials: \_\_\_\_\_

13. What is that name of your HRIS and payroll systems?  
Our payroll is part of the financial software system, Edmunds
14. When is your fiscal year?  
July 1 – June 30
15. Do you have a budget for this project?  
No
16. It appears that the study has to be completed in 2 weeks according to the RFP. Is there any flexibility on that timeline as it will take longer than two weeks to perform an adequate and viable study?  
Yes, there is flexibility if final completion especially as it relates to updated job descriptions that might be recommended. However, the City desires recommended pay adjustment information before the end of April for budgeting purposes as a draft fiscal year budget is due the council by May 15.
17. Does the City want job descriptions updated?  
Yes.
18. How many total job descriptions does the City have?  
Approximately 50
19. Is the City wanting a job analysis conducted to determine internal equity OR is the City looking primarily at only external equity (market comparisons of salaries)?  
Primarily external equity but certainly internal would be helpful.
20. When was the last time you had a Compensation and Classification study?  
Approximately 2013.
21. Did a consultant perform this study? If so, who was the consultant and at what professional fee structure?  
No and Not applicable.
22. Do you need Job Descriptions updated?  
Yes.
23. Do you need benefits reviewed as part of this study?  
No
24. How many job classifications / titles are associated with the number of employees?  
50
25. Do you have a projected budget range for this project?  
No.

Initials: \_\_\_\_\_

Initials: \_\_\_\_\_