



ADDENDUM NUMBER TWO

DATE: November 16, 2016
TO: ALL PROPOSERS OF RECORD
FROM: LYN MAJESKI, ACCOUNTING DIVISION MANAGER
BID FOR: COMPENSATION STUDY 2016

This addendum forms a part of and modifies the bid specifications for the above item currently due by November 22, 2016 at 3:00 P.M. (local time) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

ITEM 1 – Questions received from Potential Bidders

1. On page 2 of the RFP document, the final sentence just above “II. Scope of Services”, the RFP mentions “part-time employees will not be the primary focus of the study” – will part-time employees be included in this study?

The City currently holds that part time employees are being paid close to market rate, and do not represent the focus area of this project. Although the City is currently satisfied with performance of temporary employees, bidders are encouraged to provide a cost associated with including those workers into the overall study. The City will then be prepared to decide upon part-time employees inclusion in the final agreed upon project.

2. On page 3 of the RFP document, the second to last bullet mentions reducing overtime costs. Is the City requesting an efficiency study, FLSA analysis, staffing analysis, or something else? Please provide further clarification of this objective.

Staffing and scheduling practices should be the focus for reducing the City's overtime costs.

3. Also on page 3 of the RFP, number 4 mentions presenting findings and recommendations at various meetings. Is the City requesting that the consultant be on-site for those presentations and meetings? If so, how many on-site meetings is the City requesting?

The presumption is that two to three on-site visits will be necessary. However if an effective plan for the usage of web conferencing can be established, that number may reduce to 1 or 2 total on site visits, or reduce the total amount of time required on-site during those visits.

4. Does the City currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys?

The City does participate in a few compensation surveys including: American Water Works Association, and the University of Tennessee Municipal Technical Advisory Service Compensation and Benefit Survey.

5. Has the City established a peer group for the custom survey?

The City has established a peer group for the custom survey. Representatives of that team will participate in the Skype interview target date of December 2, 2016.

******* Acknowledge receipt of this addendum with your Proposal *******