



The Center for Health Care Services

SUBJECT: Request for Proposals (RFP) for Job Classification & Compensation Study, **RFP 2018-010**, Scheduled to Open: **March 29, 2018**; Date of Issue: **March 7, 2018**

FROM: Adam Velez
Contract Administrator

DATE: March 20, 2018

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 009, RESTRICTIONS OF COMMUNICATION:

Question 1: The bid proposal indicates there is an appendix A, that lists the job classifications and number of employees in the job classifications, this was not included in the proposal. May I get a copy of the appendix A and/or the job classifications and number of employees in said classification table?

Response: Please visit <http://chcsbc.org/current-rfps/> for appendix A.

Question 2: How many locations does the proposal include that will be needing job audits and are the location within driving distance?

Response: There are a total of 35 facilities, some of which may or may not be included in job audits. The locations are within San Antonio city limits.

Question 3: When you refer to surveying the market for benefits, are you including health, dental, retirement, and ancillary benefits?

Response: No; this does not include health, dental, retirement and ancillary benefits.

Question 4: What system do you currently use to determine internal equity? Are you asking the vendor to use your system, or recommend another option?

Response: We are requesting that the respondents provide their recommendation to determine internal equity.

Question 5: There are approximately 309 job titles noted in the Appendix A. The RFP indicates the desire for a comprehensive survey of all positions. We normally recommend surveys contain no more than 100 benchmark positions representing positions from all departments and at all levels to ensure peer participation. Will this be acceptable?

Response: Yes. We request that those 100 positions be approved by Center Vice-President of People and Culture.

Question 6: Are any of the Center's employees represented by a collective bargaining unit or agreement? If so, please provide the number of represented employees and the names of any bargaining units or agreements.

Response: No employees are represented by collective bargaining agreement.

Question 7: If any of the Center's employees are represented, will the study be part of a joint labor-management facilitation effort?

Response: Not applicable.

Question 8: Does the Center have a budget for the project that it can share with us?

Response: It is the Center's intent to evaluate proposals in order to achieve the best value for Center employees and operations.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:

On March 14, 2018, the Center for Health Care Services hosted a Pre-Submittal Conference to provide information and clarification for the RFP for Job Classification & Compensation Study. Below is a list of questions that were asked at the pre-submittal conference. The Center's official response to questions asked is as follows:

Question 1: Do you have an anticipated completion date for the project?

Response: We anticipate having the project completed as quickly as possible. We ask that a tentatively timeline be provided within your response with a start date of April 16th.

Question 2: Confirmation on hand delivery of proposal to Suite 200-South?

Response: Yes, the Center's Central Administration Office address is 6800 Park Ten Blvd. Suite 200-South, San Antonio, TX 78213.

All other RFP conditions remain unchanged.

RFP documents may be downloaded from <http://www.chcsbc.org/current-rfps/>

Thank you.
