



September 20, 2024
Addendum #1
FOR IMMEDIATE ATTENTION

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal: **RFP 004-0-2025/SNB Compensation Study**
For Delivery To: Newport News Public Schools
Proposals Due: October 2, 2024 at 2:00 pm EST

The above is hereby changed to read:

Responses to Pre-Proposal Questions:

1. What are the total number of titles and positions included in this Compensation Study? **This is to be determined with the recommendations of the contract recipient.**
2. Will all 4,688 employees be included in the study? **No.**
3. How many classifications represent the employees included in the study? **Positions are found on our website. There are many groups of positions that would not require all to be reviewed. A representative position can be selected. For example, there are 3 levels for our trades positions. It will not be necessary to review all levels individually. <https://sbo.nn.k12.va.us/hr/compensation/>**
4. Will this study include teachers? Are teachers included in this number (4,688) and if so, how many of them are teachers? **Teachers are not included as part of this study. The study does not include 4,688 employees. This information was listed in the background to provide Offerors general information about NNPS.**
5. Does NNPS have a proposed timeline for completing this study. **We would like to have the results in time to incorporate into the FY26 budget which is approved by School Board in March. We are out for 1 week in November and 2 weeks in December. This is a very aggressive timeline. Ideally, all recommendations would be provided before we close in December. This allows us to work through the recommendations when we return and be ready for budget proposals.**
6. Insurance requirements are capped at \$5 million for Umbrella/Excess Liability and we currently have insurance that is capped at \$2 million aggregate. Do you know if just this particular requirement in the RFP could be waived as we would love the opportunity to submit a bid response? **Please list the insurance as a deviation/exception in your proposal. If your company is shortlisted, NNPS will revisit during the negotiation stage.**
7. How many unique job titles will be included in the scope of the study? **Answered previously.**
8. Does NNPS currently subscribe to any compensation surveys that the awarded consultant would incorporate into the analysis? If so, which surveys? **No**
9. Does NNPS have accurate and up to date job descriptions? Does NNPS wish for the consultant to conduct an employee questionnaire to gather job specific information? **This is not planned. However, if it is helpful to determine proper placement we are not opposed. Please provide pricing accordingly.**
10. Does NNPS expect that meetings and presentations will be held virtually or in-person? **To Be Determined depending on the audience.**
11. Given the aggressive timeline of final results by January 2025, how quickly does NNPS anticipate being able to start the project? A quick start will be imperative to meeting the desired January 2025 deadline. **Our intent is tentatively award on or before October 31, 2024.**
12. In review of RFP 004-0-2025/SNB for Newport News Public Schools, could you confirm the total number of unique positions/titles to be reviewed for this study? **Answered previously.**
13. How many employees are to be included in the study? **Answered previously**

14. How many unique job titles or job classifications are included in the study? **Answered previously**
15. Does NNPS want the consultant to update job descriptions? **This is not planned. However, if it is helpful to determine proper placement we are not opposed. Please provide pricing accordingly.**
16. Has NNPS established a budget for this project? If so, will that amount be shared with bidders? **No, the internal budget information is not shared with the public.**
17. Does NNPS want the consultant to include both public and private sector data for comparison in the market survey? Private sector companies rarely respond to custom surveys, so our company utilizes reputable published sources to represent the private sector. Is that an acceptable alternative to NNPS? **For positions that NNPS are competing with the private sector, yes, NNPS requests them to be included. NNPS is very aware of the difficulty in obtaining this information. Reputable sources are acceptable as resources.**
18. Does NNPS want the consultant to collect salary data only or is NNPS also interested in the prevalence and cost of benefits (paid time off, health benefits, retirement benefits) provided by peer organizations? **The focus of this RFP is on salary only. Feel free to include pricing for other reviews separately.**
19. Does NNPS want the consultant to develop recommendations regarding pay policies? **NNPS would like for the consultant to review our current policies, practices, and procedures and make observations. This would include confirming that what we have in place is appropriate and/or making recommendations for changes.**
20. Does NNPS want the consultant to calculate the cost of implementation for our recommendations? **Please provide the pricing for this as an option.**
21. What was the date of the last study completed? Was it of the same scope as the current request? Did it include updated job descriptions? **The last study was completed in 2016. Job Descriptions were updated and they are under ongoing review. The scope was similar.**
22. Was the study completed internally or with the assistance of an outside firm? Who was the outside firm if one was used? **It was both an outside firm and internal.**
23. How many unique job titles are covered in the study? **Previously answered**
24. Can you advise us on the anticipated start date of the project? **Tentatively on or before October 31, 2024.**

All other provisions of the RFP shall remain unchanged.

Sincerely,
Shannon Bailey, VCCO, VCO
Director of Procurement
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Name of Firm

Signature/Title

Date