



PURCHASING

July 15, 2025

MEMO TO: Prospective Bidders
FROM: Kimberly Toon, Purchasing Manager
SUBJECT: **Addendum #2:** RFP -Compensation Study for Public Safety Departments
DUE DATE AND TIME: **July 28, 2025; 2:00 p.m.**

1. The Bid Documents are hereby modified per the attached Addendum #2 dated July 15, 2025. To include the following:
 - a. **Question and Answers**
2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum #2, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

Question: Does the City anticipate the development of new or revised job descriptions?

Answer: No. The City does not currently plan to develop new or revised job descriptions.

Question: Should the consultant conduct an FLSA analysis for each job classification?

Answer: No. An FLSA analysis is not required for this engagement.

Question: When was the last study completed for Public Safety Departments and who was the firm that completed it?

Answer: A citywide compensation study, including Public Safety Departments, was conducted in Fiscal Year 2021–2022. The study was completed by Evergreen Solutions.

Question: Internal equity can be defined two ways. With regard to your objective to ensure “internal equity across positions and departments”, are you referring to:

1. Ensuring the *relative pay grades* are correct and reflect true differences in job complexity/value? (generally evaluated through a point factor job evaluation system)
or
2. Ensuring that the salaries of employees are internally equitable within their assigned pay ranges (e.g. based on education, experience, tenure and perhaps performance)
Or is the City wishing the consultant to evaluate both kinds of “internal equity”?

Answer: Yes. The City is referring to ensuring that employee salaries are equitable within their assigned pay ranges, taking into account factors such as education, experience, tenure, and possibly performance.

Question: In terms of the City’s requirement that the Consultant “assess promotional pathways and career advancement opportunities”, are current job descriptions accurate, up-to-date and reflective of the minimum qualifications required for each job? Or, is the City assuming the Consultant will perform job analysis on each role (e.g. through questionnaires and department head interviews) to ensure we fully understand the essential functions of each role as well as the required minimum qualifications?

Answer: The City’s job descriptions are current and accurately reflect the roles and required qualifications. The focus of this engagement is on evaluating the pay structure and opportunities for career progression, rather than analyzing or revising job content.

Bidder Acknowledgement:

Bidder Name (Print): _____

Bidder Signature: _____

Date of Signature: _____