

**Questions and Responses to Minnehaha County RFP for
Job Evaluation and Compensation Study**

1. Does the County want job descriptions updated as part of the study or just a review of the job description format?

No, the County is not requesting that the selected consultant update all job descriptions. Instead, we are requesting a review of the format and recommendations for changes.

2. Does the County want the hired consultant to determine internal equity by conducting a job analysis?

Yes, the County is requesting a review of the internal equity of the job grade assignments for all positions. This can be done by reviewing existing information or by obtaining updated information, including through new position description questionnaires and meeting with employees, if recommended.

3. Will the County possibly contact entities listed in responses to both item #3 and #4 (References and Experiences) in Section 3.01 of the RFP?

Yes, it is possible that the County may contact any entity listed in response to either #3 or #4 of Section 3.01.

4. Does the County anticipate the use of a Job Description Questionnaire?

The County is open to recommendations from the consultant on whether to use existing job descriptions or to gather new information through the use of a job description questionnaire.

5. Are the County's job descriptions up-to-date or does the County want the consultant to update job descriptions?

The County periodically reviews its job description format and makes updates. The Scope of Services mentions reviewing the job description format and providing recommendations for changes. The intent is for a review of the format itself as opposed to a request to update each job description.

6. Is the County requesting a FLSA (Fair Labor Standards Act) analysis of all job titles?

No, the County is not requesting an FLSA analysis of positions.

7. Regarding explanatory meetings, can these meetings be conducted virtually? Approximately how many meetings are anticipated?

The County would consider virtual explanatory meetings. A specific number for these meetings has not been identified. A consultant may specify in their response the proposed cost based on approach or number of meetings.

8. Would the County like consultants to develop recommendations for career ladders?

Although the County has not listed the development of career ladders as a specific requirement, Section 2.03.03 of the RFP includes a request for consultants to provide recommendations for pay approaches to attract and retain well-qualified staff.

9. Is there a desire to conduct a full pay equity study on the basis of ethnicity, gender, race, etc.?

No, the County has not requested a full pay equity study as part of the RFP.

10. What is the name of the job evaluation system the County currently uses?

The County completed a comprehensive classification and compensation study in 2008 which resulted in the current point-factor, job evaluation method. The consultant for that study was Condrey and Associates.

11. Does the County want the consultant to develop recommendations regarding pay policies?

The County has existing policies for hiring, promotion, step advancement, and other pay practices. Section 2.03.03 of the RFP includes reference to a review of these practices in recognition that a new plan and/or pay structure may impact these policies.

12. Has the County established a budget for this project? If so, will that amount be shared with bidders?

Although funds were included in the human resources budget to begin this project in 2024, a formal budget for the project has not been established.

13. Did the County work with a consultant firm for the classification and compensation studies that were completed in 2008 and 2014? If yes, would you mind sharing the name(s) of the firm you worked with?

The County completed a comprehensive classification and compensation study in 2008, and the consultant for that study was Condrey and Associates. In 2014, a study was

conducted which primarily involved a salary survey and review of the County's salary structure, and the consultant for that study was Segal Waters Consulting.

14. The RFP asks for hard copies and a thumb drive as a submission. For environmental sustainability purposes, would the County allow consultants to submit proposals electronically, via email, instead?

Since the guidelines for proposal submittals are specific to format and there is limited time before the deadline to issue addenda allowing electronic submittals, the County is not in a position to allow flexibility for the delivery format. The County appreciates the concerns about environment sustainability; we hope the current submittal requirements will not prevent firms from responding and we will consider this issue for future RFPs of this nature.

15. Will the County accept scanned signatures in lieu of original ink?

The County will accept scanned signatures in lieu of original ink. Please also refer to the response to question #14.