DATE: November 21, 2019
TO: All Prospective Proposers
FROM: Beth Kirk
Procurement Coordinator, Office of Procurement
301-546-0007

RE: Addendum 2 to RFP 20-08 – Senior Level Compensation & Benefits Study

The following amends the above referenced RFP documents. Receipt of this addendum two is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

Last day for questions is November 22, 2019 at 1:00 PM ET. Questions and Responses received prior to the last day of questions that are deemed by the Issuing Office as essential information pertaining to the RFP response requirements shall be publicly disseminated.

Questions / Answers from Pre-Bid Conference (and directly emailed):

1) Is this an on-site or off-site position? **This will be an off-site, with occasional request to be present for meetings.**
2) What is the duration/timeline of this assignment? **Firms are to plan for (final study/report) a completion and acceptance from the College by or around April 1, 2020, unless otherwise modified by the College.**
3) Is there a specific CATS+ labor category assigned to this position? **No**
4) What are the specific job Titles and Positions? See Addendum 1
5) When was the last study? Approximately in 1999
   Can you share the name of the vendor who performed the last study and if the recommendations were implemented? **The College does not have this information at this time.**
6) Will be awarded firm develop/create job descriptions and duties for the positions included in the study? Or, is this only a market study? **The awarded firm will not create/develop job descriptions. Current job descriptions will be provided to the awarded firm. The services are solely a market study.**
7) Can you provide an explanation regarding bullet #3 page 8: **The College is seeking for an assessment of current offerings and benefits packages, as it relates to the positions included in this study.**
8) Can you provide an explanation regarding bullet #7 page 8: **The study shall include plan for all senior level positions, see Addendum 1 for the list of positions.**
9) Is the College’s Chief Executive/President search a nationwide search? **Yes**
10) Can you please provide the total number of employees that will be included in this study? **See Addendum 1.**

End of Addendum 2 dated 11-21-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 20-08

TECHNICAL AND FEE PROPOSAL DUE DATE: Monday, December 2, 2019, 10:00 A.M. ET

RFP FOR: Senior Level Compensation & Benefits Study

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1  dated 11-20-2019
Addendum No. 2  dated 11-21-2019
Addendum No. _____ dated ______
Addendum No. _____ dated ______
Addendum No. _____ dated ______

As stated in the RFP documents, this form is included in our Technical Proposal.

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title

________________________________________
Date

END OF FORM