



# PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: August 5, 2022

TO: All Prospective Proposers

FROM: Kris Chewlin  
Procurement Compliance Officer, Office of Procurement  
301-546-8011

RE: **Addendum 1: RFP 23-02 – Compensation/Classification Study**

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

## **1. Questions and Responses**

Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was July 29, 2022 at 10:00 AM ET

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** 23-02

**TECHNICAL AND FEE PROPOSAL DUE DATE:** Friday August 12, 2022, on or before 10:00 AM ET

**RFP FOR:** RFP 23-02 – Compensation/Classification Study

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

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

Addendum No.  1  dated  08-05-2022

Addendum No.  \_\_\_\_\_  dated  \_\_\_\_\_

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

No.	Question	PGCC Response
1	To clarify, are both staff and faculty included in this study?	<b>Yes, this includes faculty and staff (excluding the senior team).</b>
2	How many staff (excluding faculty) are included and how many different classifications represent those employees?	<b>Staff numbers include 893 persons represented under approximately 100 classifications.</b>
3	Is PGCC looking to have the hired consultant only look at external equity OR is a job analysis included as part of the scope of work?	<b>We would want you to look at external equity. Also, based on what is seen with the positions are they classified currently based on external benchmarks.</b>
4	Is a job analysis required to determine internal equity, does PGCC also want the hired consultant to update job descriptions for staff?	<b>Our internal team will do job analysis and position descriptions.</b>
5	Due to the high demand for compensation consulting services, scheduling for new projects has increased. Will you consider an alternative project schedule for this project?	<b>Yes.</b>
6	Our firm currently works with a vetted and approved MWBE. If we use our designated contractor, is good faith effort still required for this engagement?	<b>No, once your designated sub-contractor is an approved MWBE a good faith effort is not required.</b>