



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N237465JA – Compensation Structure and Framework

DATE OF ISSUE: August 17, 2023

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The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

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**DATE CHANGE:** Please note there has been a date change in the Estimated Timeline (page 18, #11)

- September **14**, 2023 - Optional Interviews, scheduled at the District's discretion.

### Proposers' questions/issues and District answers (District answers are italicized):

Q1. When was the last compensation assessment done?

**A1. *There has been no formal compensation assessment performed in the last 15 years. Some positions have been assessed and adjusted, but no overall assessments.***

Q2. Is the District looking for just a review/update of all 413 positions, or are new descriptions needed?

**A2. *The District desires a review/update of existing job descriptions.***

Q3. The RFP calls for the "establishment of a standardized performance measurement process". Is the district looking for recommendations for a new performance appraisal system or the creation of a methodology to measure individual performance? Are you looking for the selected vendor to implement the new performance management methodology or system or just provide the recommended methodology?

**A3. *The District desires a methodology for assessing individual performance. The methodology would be applied in the current system the District uses (PeopleSoft). The District only desires the methodology, not the implementation of the methodology.***

Q4. Is the District desiring that all 413 salary schedules be accomplished in year 1 of the contract?

**A4. *Project 1, that contains Administrator Salary Schedule, N Salary Schedule and SPALC Salary Schedule, is the first priority and needs to be completed as soon as possible. Project 2, containing TALC/Instructional Staff will follow.***



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Q5. Has the budget been approved for this project?

**A5. Yes. The District is prepared to move forward with this immediately after Board Approval, and desires results by the end of our fiscal year, June 30, 2024.**

Q6. Will Employee Benefits be included in the project?

**A.6. Yes, we do want benefits to be reflected.**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in doing business with The School District of Lee County,

A handwritten signature in black ink that reads "Joni Al-Shabibi".

Joni Al-Shabibi  
Procurement Agent

CC File: N237465JA