



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 2

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

DATE OF ISSUE: August 23, 2023

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.

DATE CHANGE: (Second Notice) Please note there has been a date change in the Estimated Timeline (pg. 18, #11)

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

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

- Q1. During the online Q&A, it was indicated that Project 1, including the groupings of occupations in the Administrator Salary Schedule, N Salary Schedule, and the SPALC Salary Schedule are desired completed between Board approval in October and the end of June. Is it desired to have a separate analysis for every job listed, or for each occupation. For example, in the N Salary schedule, is an analysis desired for the occupation of "Administrators", or for each of the six different administrator job titles?
- A1. *It is desired to have the necessary analysis on each job in order to determine its appropriate salary band to be competitive with comparable organizations, and to appropriately place the salary of the job in relation to other jobs within the district. While the District expressed a desire to have some information before the end of the fiscal year, we expect each proposer to give us a realistic timeline of quality work to be performed based on the District's expressed requirements and the proposer's expertise.***
- Q2. Can the district provide an example of a past compensation analysis report so we can determine the appropriate level of granularity required, especially given the timeframe and scope for Project 1?
- A2. *The district does not have an example of a past compensation analysis, as a comprehensive one has not been performed in the recent past. While the District did express a desire to have some information before the end of the fiscal year, we expect each proposer to give us a realistic timeline of quality work to be performed based on the District's expressed requirements and the proposer's expertise.***



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- Q3. Are there any questions and answers that came out of the pre-submission conference?
- A3. All questions from the pre-submission meeting were answered in Addendum 1, posted in Bonfire on 08.17.23.**
- Q4. Do you anticipate employee participation, such as through completion of job questionnaires? Or, other?
- A4. The District is open to employee participation if the proposer's approach requires or suggests it. The District looks to proposers to recommend an approach to gathering information based on the expressed requirements.**
- Q5. Are you requesting the provision of new/revised job descriptions for the 413 active job classes?
- A5. The results of this salary study may reveal the need to update, revise, combine or sunset job descriptions. If that is the case, the District would desire to work with the successful proposer on the update of those job descriptions.**
- Q6. Could you clarify your interests in the development of a "standardized performance management process"?
- A.6. The results of this salary study may reveal the need to update or revise the District's current performance management (evaluation) process. If that is the case, the District would desire to work with the successful proposer on the update of performance management, or the evaluation of our employees. This possible service would be secondary to the main project of the salary study. If it is not a service that the proposer would provide, the District finds it acceptable for a proposer to focus solely on the work of the salary study.**
- Q7. Is it correct to assume that the performance management process would apply to non-instructional positions only?
- A7. Yes, it is correct, performance management would apply to non-instructional positions only.**

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,

Joni Al-Shabibi
Procurement Agent

CC File: N237465JA