ADDENDUM 001
Request For Proposal
Salary Survey Database Services
RFP 6-090930

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposal has not changed by this Addendum. Accordingly, the following claraifications, questions and answers are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Leann Kottwitz Senior General Services Specialist
Contractor/Offeror Signature (Signature of person authorized to sign)	Department of Transportation Leann Kottwitz (Authorizing Signature)
Date Signed:	Date Signed:09/21/09

Question #1:
The RFP refers to an organizational chart that was not attached to the RFP.

Response:
This organizational chart can be found at the following address:
http://www.modot.mo.gov/jobs/documents/MoDOTOrgChart.pdf

Question #2:
Does DOT want only base salary data and total cash compensation data collected, compiled and analyzed? Or, does DOT want health insurance, retirement, and/or paid leave benefits information collected, compiled and analyzed as well?

Response:
MoDOT is primarily concerned with base salary data and total cash compensation data. The data which the Human Resources Division of MoDOT has available for loading into a salary survey database does not typically contain health insurance, retirement, and/or paid leave benefits data. Therefore, MoDOT's focus is will be on obtaining a salary survey database that will be its repository of base salary and total cash compensation data. The offeror will not be asked to provide any analysis of compensation or any other data.

Question #3:
RFP Section B. 6. refers to ensuring the offeror's application is compatible with department hardware. Other than standard Internet interface software (e.g., Internet Explorer), with what department hardware does the offeror's application need to be compatible?

Response:
If the offeror is able to provide the requested services by means of an Internet-based product, then there should be no other compatibility issues.

Question #4:
RFP Section B. 7. refers to ensuring security of data to include access limited to users identified by MoDOT. Are the intended users MoDOT employees or outside MoDOT?

Response:
The users will consist of a group of less than ten MoDOT employees.

Question #5:
Does DOT have a set budget for the project? Can DOT share this amount?

Response:
A set budget amount has not been identified.

Question #6:
The RFP states that the contract period is from November 2010 to October 2012. Does DOT have a specific timeline for the annual salary survey database update?

Response:
The contract period will actually begin on November 1, 2009. MoDOT would request the database be loaded no later than January 31 of each year.

Question #7:
The RFP states that HR has benchmarked approximately 50% of classes using a variety of salary survey sources. Does DOT desire to have salary survey data for 50% of the 600 classes?

Response:
Yes, MoDOT desires to have salary survey data available for at least 50 percent of its classes.

Question #8:
Does DOT want to continue using published data? Has DOT or is DOT willing to use publicly obtained data? If yes, what agencies has DOT used in the past?

Response:
MoDOT wants to continue using published salary survey data and other data it obtains through its own salary survey efforts. MoDOT has not used publicly obtained data (e.g., Bureau of Labor Statistics) given its inability to confidently make accurate job matches. MoDOT would be willing to consider using any available sources that increases its pool of data, as long as it can get comfortable with how the data is collected and how the job matches are made.

Question #9:
Can a respondent quote hourly rates in lieu of a flat fee?

Response:
No, MoDOT is requesting a flat fee for the requested product and services.

Question #10:
What is the current HR information system (e.g. Oracle)?

Response:
The department's current HRIS system consists primarily of an AMS product called SAM II and its Advantage HR component. It is not expected that the salary survey database requested in the RFP will be impacted by the current HRIS system. Employee data loaded into the salary survey database will likely be sent to the offeror by means of an Excel spreadsheet.

Question #11:
Who currently manages the process described in the RFP? What resources do they use?

Response:
The Human Resources Division of MoDOT has a staff of approximately six employees in its Compensation Section that either focus primarily or provide support in the processes described in the RFP. These employees use a variety of salary surveys to obtain market data. Market data is compiled into Excel spreadsheets to develop composite market averages to be used in the placement of jobs within the department's job worth hierarchy.

Question #12:
Who typically requests ad-hoc reports? How often?

Response:
Ad-hoc reports will most often be requested by employees of the Human Resources Division during the job study process or by management officials as part of special requests. Ad-hoc reports might be requested as frequently as a monthly basis. The frequency of ad-hoc reporting might be less depending on the extent of available standard reports.

Question #13:
Who would be the audience for training?

Response:
The six members of the Compensation Section who have a role in job evaluation or salary survey data collection.

Question #14:
Who would be the audience for consultation? Please describe what is meant by "consultation" (e.g. how to use the survey management tool, or how to interpret and make decisions based on survey data?)

Response:
The audience for consultation would be approximately four professional level employees of the Compensation Section who lead job evaluation studies. The consultation would be needed regarding use of the system, not in making decisions based on the data.

Question #15:
What type of grievance process is requested by union represented employees regarding compensation issues? What type of impact would that process have on the activity level of the services described in the RFP?

Response:
The department's grievance process will have no impact on this process.

Question #16:
Please describe the organizational structure of the HR department; in particular the staff that supports compensation?

Response:
The Compensation Section is lead by a manager who supervises three professional compensation analysts, two technicians who support the compensation and salary administration processes, and one clerical employee.

Question #17:
Which current surveys are available only in hard copy? Approximately how many positions are included in those surveys (can you provide a list of positions for each)?

Response:
Hard copy surveys consist of several small-scale surveys with probably less than 50 positions in each. Most surveys are available in Excel or other electronic form (e.g., on-line access).

Question #18:
How will this tool be expected to support the annual increase process?

Response:
MoDOT HR will not use this tool to support its annual increase process.

Question #19:
Will all 6,000 employees be stored in the system? If not, approximately how many employees are anticipated to be stored?

Response:
Yes, all 6,000 employees (or whatever the actual number of active salaried employees happens to be at the time) will be stored in the system.

Question #20:
Can MoDOT provide a list of all survey sources, including which sources are available electronically and which are only available via PDF?

Response:
MoDOT uses the following salary survey sources: Watson Wyatt Data Services (Office Personnel, Technician and Skilled Trades Personnel, Professional Administrative Services Personnel, Professional Specialized Services Personnel, Supervisory Management, and Top Management with hard copy and on-line access), Economic Research Institute's Salary Assessor, Compdata-Missouri (hard copy and on-line access), AASHTO Salary Survey (hard copy and Excel), State of Missouri (hard copy and Excel), Department of Conservation (hard copy and Excel), Central States Salary Survey (hard copy and Excel), and Springfield Chamber of Commerce (hard copy).

Question #21:
Based on the information outlined, it appears MoDOT is primarily looking for a market-pricing tool with analytical capabilities. Would MoDOT also be interested in capabilities around salary structure modeling and/or merit modeling?

Response:
MoDOT is not interested at this time in purchasing a salary structure modeling and/or merit increase-modeling tool.

Question #22:
In Section (2): Scope of Work, Section (A), Statement (7), reads "consultation, training and follow-up or troubleshooting services." Can you please provide additional clarification?

Response:
MoDOT HR wants to ensure the offeror is available to provide a group of about six Compensation employees initial training on how to use the database. Following that initial training, MoDOT wants to ensure the offeror is available to answer questions that might come up periodically following the initial training or to trouble-shoot any system problems that Compensation staff might encounter. The consultation, training, and trouble-shooting will be strictly limited to the database itself or the use of the database and its functions. The offeror will not be asked to provide any training or consultation regarding data interpretation or analysis.

Question #23:
Would MoDOT be open to a three-year contract?

Response:
On Page 4, (D) Contract Period: **Is replaced with** "The Contract period shall be November 1, 2009 through October 31, 2011".

On Page 4, (E) Renewal/Extensions: **Is replaced with** "In the event that the Board executes its Option to renew the contract for two (2) additional one-year periods pursuant to the applicable provisions in Section 4 of this document, the offeror should provide on the pricing page the maximum percentage of increase or minimum percentages of decrease for each renewal period. The offeror is cautioned that the percentages shall be computed against the **First Year** contract price for each renewal period. If the blanks are not complete, prices during renewal periods shall be the same during the original contract period. Furthermore, the offeror is advised that the Board does not automatically grant increases at the time of renewing the contract and that if an increase is requested, documentation of need must be provided at the time of renewal".

Please see <u>UPDATED</u> pricing page attached.

Question #24:
How many total individual salary surveys do you purchase that will be loaded into the new compensation system? (From the various survey vendors mentioned in the RFP e.g. ERI, Watson Wyatt, etc.)

Response:
MoDOT purchases the following salary survey sources: Watson Wyatt Data Services (Office Personnel, Technician and Skilled Trades Personnel, Professional Administrative Services Personnel, Professional Specialized Services Personnel, Supervisory Management, and Top Management with hard copy and on-line access), Economic Research Institute's Salary Assessor, and Compdata-Missouri (hard copy and on-line access).

Question #25:
How many of these are Watson Wyatt surveys?

Response:
MoDOT purchases the following six Watson Wyatt salary surveys: Office Personnel, Technician and Skilled Trades Personnel, Professional Administrative Services Personnel, Professional Specialized Services Personnel, Supervisory Management, and Top Management.

SECTION (5):
PRICE PAGE

(A) FEE SCHEDULE: The Offeror shall indicate below all fees for providing services in accordance with the provisions and requirements stated herein:

Any applicable cap on out-of-pocket expense also should be noted.

A. $ _____

B. $ _____

C. $ _____

(B) EXPENSES: List the nature of expenses for which reimbursement would be sought and the estimated amount of such expenses.

Expenses	**Estimated Amount**
Miscellaneous (list-attach additional sheet if needed)	
Total	

First Renewal Period _____% of maximum increase and/or
_____% of minimum decrease

Second Renewal Period _____% of maximum increase and/or
_____% of minimum decrease

_____

Signature Title Date