



**Addendum Issued November 27, 2023**

**Re: Questions/Requests for Clarification – Deschutes County RFP for Salary Study with Market Review**

**Question 1**

How many Non-represented/AFSCME positions (not FTE and includes vacancies) are included in this study?

How many Non-represented/AFSCME employees are included in this study?

How many Non-represented/AFSCME job classifications are included in this study?

**Answer 1**

	Number of Positions	Number of Employees	Number of Job Classifications
Non-represented	352	328	160
AFSCME	587	534	95

**Question 2**

How many Departments/Offices are included in this study?

**Answer 2**

Approximately 23 Departments/Offices are included in this study.

**Question 3**

Are benefits included with this study and, if so, which elements are included?

Would the County like to collect benefits data when conducting the salary survey?

**Answer 3**

The County does not currently plan to include a full review of employee benefits as part of this survey, however certain benefits that impact salary comparisons should be considered, collected, and included in the study. For example, whether or not an employer pays the employee pick-up for Oregon PERS (i.e. 6%) or not should be considered.

**Question 4**

How many pay plans/structures/schedules does the County currently utilize?

**Answer 4**

The County uses one pay plan structure for Non-represented employees and another pay plan structure for AFSCME employees. Currently, those pay plans mirror each other to some extent.

All Deschutes County Classification and Pay Grades can be found by accessing the link on this webpage:  
<https://www.deschutes.org/hr/page/labor-and-employee-relations>.

**Question 5**

What is the condition of existing job descriptions? Are they good enough to use for job evaluation or should the consultant plan to collect questionnaires from employees?

**Answer 5**

The County's job descriptions were last updated in 2018 after the classification study was completed. Job Descriptions were created at the classification level and are broad, they are not individualized to each employee's specific position duties. Determination of whether questionnaires from employees are required would likely depend on the respondent's proposed processes.

**Question 6**

Does the County already have a list of peer organizations it would like to use for market comparison, if so, how many?

**Answer 6**

Currently the County uses Marion, Lane, Jackson, and Clackamas counties as comparable agencies. This RFP includes in the Scope Of Work (Section 2.3) a request for the consultant to work with County leadership on establishing comparable agencies and updating the County's compensation philosophy:

*The consultant must be prepared to guide the County through processes to facilitate project planning and engage County leadership on establishing comparable agencies, updating the County's compensation philosophy, and reviewing salary structure for competitiveness and equity.*

For example: some areas for leadership discussion would be to discuss what agencies should be included in the peer organizations for market comparison? Should the private sector be considered in the market comparison?

**Question 7**

Is it acceptable for the project to be completed remotely without onsite presence?

**Answer 7**

Yes, it is acceptable for the project to be completed remotely without onsite presence as long as the consultant can demonstrate in their response the processes and tools they would utilize in effectively completing the Scope of Work without onsite presence.

**Question 8**

Does the County have a preferred timeline for project completion?

**Answer 8**

This RFP includes in the Term and Timeline (Section 2.4) an anticipated timeline for implementation to be within 6 months of commencing the agreement, however an earlier implementation date is desirable.