



Lumpkin County Government

Purchasing Department

ADDENDUM #1

January 20, 2015

CLASSIFICATION AND COMPENSATION STUDY

RFP # 2016-001

Proposal Closing Date: January 25, 2016 at 3:00 pm EST

This addendum is issued to change or clarify the bid documents associated with the CLASSIFICATION AND COMPENSATION STUDY RFP issued on January 13, 2016.

Q1. How many total employees will be included in the study?

A1. Lumpkin County has 240 full time and 60 part time employees.

Q2. How many job descriptions are included in the study that will need to be reviewed and revised, if necessary?

A2. Currently there are 110 Job Descriptions that will need to be reviewed.

Q3. Is there a preferred date for completing this study?

A3. The entire study should be complete by April 15, 2016.

Q4. Is there a budget for this study? If so can you share it with us?

A4. Funds have been approved for this project in the current 2016 budget.

Q5. How many total employees would be covered by this study and approximately how many job titles/classifications?

A5. Lumpkin County has 240 full time employees and 60 part time employees. The job title information is not available at the time of publication due to a weather event. Lumpkin County has 119 job descriptions.

Q6. How many job titles are intended to be included in this scope of work?

A6. The job title information is not available at the time of publication due to a weather event.

Q7. Are all 34 of the departments listed on the Lumpkin County Government Departments webpage included in this scope of work?

A7. No

Q8. Are there any hurdles with primarily conducting this scope of work remotely via teleconference, email, phone, etc.?

A8. Lumpkin County prefers that all work be done on site.

Q9. When was the last time job descriptions were updated?

A9. 2007 and implemented in 2008

Q10. Will existing job descriptions, policies, and other relevant documentation be made available to the selected firm?

A10. Yes

Note: The signed acknowledgement of this addendum must be included in your bid response.