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COMPENSATION STUDY RFP

HARNETT COUNTY HUMAN RESOURCES

Addendum #1

TO: Prospective Firms
FROM: Renea Warren-Ford, Finance
DATE: November 13, 2025
PROJECT: Compensation Study RFP

NOTICE: All Prospective Firms, please see the questions and answers received regarding the Compensation Study RFP below:

1. Is January 16, 2026 a hard project completion date?
We have decided to extend the project completion date to **February 16, 2026**.
2. How many unique job titles/classifications will be included in this study?
There will probably be 20 that are unique and overall, 350 job titles.
3. How many existing pay plans do you have?
We only have one pay plan. We only have the pay that is contained within our pay grade table. We don't have commissions, bonuses, etc. We have longevity but that is no longer given to new hires, so we don't include that.
4. Will Job Profile Questionnaires or other employee input tools be used to gather information?
We have job descriptions that are in place and are accurate and updated, so I don't feel that a job profile questionnaire is needed as the updated JDs contain duties, responsibilities, and qualifications. If the selected firm requires us to use this, then I am not against it either.

5. Does the County anticipate the development of new or revised job descriptions?
No, not part of this RFP.
6. Should the consultant conduct an FLSA analysis for each job classification?
No, not part of the RFP.
7. The RFP does not specify how employee data (payroll, demographics, etc.) will be provided. Will you outline how data access will be granted and confirm expectations for handling sensitive information securely? We want to ensure there are no barriers to retrieving the necessary internal data.
The County will provide the data however the consulting firm will request out of our Tyler/Munis software. Any identifying information such as names and SSNs can be removed from the report, so no sensitive information would be transmitted via email, or some consultants will have an internal portal for us to upload to.
8. The County requests recommendations and an implementation plan but does not clarify whether the selected firm is expected to assist with rollout or only provide guidance. Could you please confirm the level of implementation support expected?
Currently, we are only asking to provide guidance unless implementation is included in the support.
9. It is mentioned that job description revisions were completed in 2022; however, the RFP does not specify if these files are in a consistent format or available electronically. Can you please clarify?
They are in consistent format.
10. Will you confirm whether the County expects a basic comparison or a more advanced internal equity analysis?
From the options below – we would like baseline: (tenure not necessary)
 - Baseline: Compare pay by role, tenure, and department to identify visible gaps.
 - Mid-Level: Group similar positions and highlight pay inconsistencies within cohorts.
 - Advanced Statistical: Use regression modeling to test potential pay disparities after accounting for valid business factors (e.g., job level, tenure, performance).
11. Does the County want the firm selected to conduct a job analysis to determine internal equity?
If so, does the County want job descriptions updated?
No.

12. Does the County want the firm selected to make recommendations regarding the County's current performance evaluation program (i.e., updating forms, etc.)?
No.
13. Are electronic proposals acceptable?
Yes.
14. Do the job titles/positions include constitutional/elected official roles?
Yes.
15. On what date can the work commence?
As soon as we select.
16. Is there any flexibility on timeline given the project would typically require a custom survey of peers which itself takes about 8 weeks to plan, conduct and analyze?
Yes, there may be.
17. Are current pay grades based on a point factor job evaluation system and if so, which one – OR are current pay grades based on market data and internal slotting?
They are based on market data and internal slotting.
18. Is this also a classification study meaning that the County wants the consultant to determine the right classification structure for each County job title and ensure each employee is properly classified within the final classification system?
No.
19. Are the current job descriptions accurate and sufficient for the job analysis needed for the market study and pay recommendations, or does the County believe job analysis questionnaires will be needed? (this process takes a minimum of four weeks)
Yes.
20. Will the project team staff commit to being able to work, and be available for all project meetings with the consultant team, all weeks of the study timeframe, given the turnaround time expectations, including holiday weeks?
Yes
21. Since job analysis and job evaluation are expected, does the County wish job descriptions to be updated or created (if new classifications are created) (If so, we would need to distribute job analysis questionnaires)?
No, all JDs are updated.
22. Does the County want an FLSA evaluation completed for each final job title/classification?

No, this has been completed.

23. The County want the market study to include other incentives such as bonus programs. Are benefits also part of the scope of the study?

Yes, that would be helpful to know what others are doing.