



## ADDENDUM 2

**Date: September 11, 2025**

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**PROJECT NUMBER: 08-25-001**

**PROJECT: Compensation and Classification Study RFP**

**This addendum does not change the due date or time.**

Respondent must acknowledge receipt of this addendum with their submittal.

### QUESTIONS and ANSWERS

1. Could you please confirm the number of non-faculty positions included in the study, and whether the scope will cover all staff classifications (administrative, professional, classified, union, etc.)?
  - a. 261, the study will cover all non-union & non-faculty positions.
2. Does the College have preferred peer institutions, regional comparators, or labor market sources you would like us to include when benchmarking salaries, or should the vendor recommend an appropriate comparison group?
  - a. Both
3. In addition to market benchmarking, is the study expected to include a full internal equity analysis (e.g., pay compression, pay parity across job families), and if so, what specific outcomes or reporting formats are you seeking?
  - a. Yes, recommendations for next steps.
4. Beyond a final written report, are interim deliverables (such as preliminary findings, draft recommendations, or presentations to leadership/HR/Board) expected as part of the project? If yes, what audiences should be included?
  - a. Yes, this role will partner closely with the existing HR team and is thought to be an extension of us. They would be primarily accountable to the HR Team.
5. Is the College expecting recommendations only, or will the selected vendor also be asked to provide implementation support (e.g., drafting new classification structures, revising job descriptions, advising on pay grade adjustments)?
  - a. If implementation support is desired, what is your expected timeline for that phase?  
Implementation support, on-going.
6. When were the last two compensation/classification studies conducted, and which external partners facilitated those studies?
  - a. 2007/2008 with Fox, Lawson & Associates.