

ADDENDUM

Addendum Number: 1 Dated: March 28, 2024
Solicitation Number: 802-24-46440
Solicitation Title: Compensation Study Services for State Parks Division
Due Date/Deadline: April 4, 2024 2:00pm CT

PURPOSE OF ADDENDUM: CLARIFICATIONS

Except as provided herein, all terms and conditions of the document referenced herein, remain unchanged and in full force and effect. The following are specifications to this solicitation. This Addendum may be attached to and form a part of the referenced solicitation document and any resulting awarded contract and may be considered in the response.

Questions and Answers

Question 1: How many job positions are needed for compensation study? I didn't see that information. Do we lump sum all the position surveys as one cost?

Answer: The State Parks Division employs approximately 1,300 full-time equivalent staff members in approximately 125 job classifications ranging from entry-level to executive leadership positions. Approximately 1500 positions will need to be analyzed.

Question 2: Do I need to carry any particular kind of insurance to be eligible for this bid?

Answer: No, there are not insurance requirements associated with this solicitation.

Question 3: It says original ink marked proposal required along with a copy - all these items can be scanned and emailed for bidding, correct?

Answer: Yes, the required response documents can be scanned and emailed. The copy should exclude all pricing, whereas the original will include pricing.

Question 4: Page 5, RFQ Section I, Subsection 6.1.5.: How are entry level positions currently classified?

Answer: Most entry level positions are Schedule A positions in the Texas State Auditor's Office Classification Plan, however there are a few in Schedule B salary group classifications that do not require experience. There are an estimated 400 employees in entry level positions.

Question 5: Page 5, RFQ Section I, Subsection 6.1.5.: How many of the 125 classifications are "entry level" jobs, and what types of jobs are they (e.g., maintenance, administrative, non-skilled, etc.)?

Answer: Approximately 20 classifications are in positions that require little to no experience. Most of the positions are in maintenance, custodian, or groundskeeping; administrative; interpretation, resource management, or park operations trainees.

Question 6: Page 4, RFQ Section I, Subsection 2: Can you clarify the definitions of classifications and positions as they are used in the RFP? For example, do classifications refer to unique jobs, or are classifications categories that have levels of positions within them (e.g., Accountant 1, Accountant 2, etc.)?

Answer: Classifications are categories of positions and generally relate to their level of experience or credentials and ability to work independently with use of independent judgment.

Question 7: Page 5, RFQ Section I, Subsection 6.3.: What is the primary business driver or rationale for

establishing a step-types structure and aligning it with approaches such as the Federal GS? In what way would this align with or deviate from established State of Texas practices?

Answer: A Salary Step process would allow the division to offer a career ladder within a particular classification with an increase to salary without changing the classification. Sometimes, a reclassification is proposed to offer a higher salary but the essential functions of the job have not changed significantly in reality creating an improper use of that mechanism.

Question 8: Page 5, RFQ Section I, Subsection 6.4.: Can you further clarify or define what would be included in the "Career Ladder structure," as well as estimate how many positions or classifications may be targeted for inclusion in this structure? This statement implies that it may be fewer than the total 125 job classifications.

Answer: The Career Ladder Salary Structure would include all positions except for those in Salary Group B25 and above. The division is requesting Career Ladder proposals for all positions except for those considered as Senior Staff which are Salary Group B25 and above or approximately 42 positions.

Question 9: Page 5, RFQ Section I, Subsection 6.4.: Does this scope include revising the position descriptions to align with the career ladder structure? If so, how many targeted positions should we anticipate? Does "estimated costs" refer to the TPWD costs to implement, or to the vendor's cost to create the career ladder structure?

Answer: The Career Ladder structure would have to align with current job descriptions in the State Auditor's Office Classification Plan. The division is requesting Career Ladder proposals for all positions except for those considered as Senior Staff which are Salary Group B25 and above or approximately 42 positions. The cost would be the cost to the division to implement a Career Ladder.

Question 10: Page 5, RFQ Section I, Subsection 6.5.: To assist us with defining scope and providing an accurate estimate, can you itemize or quantify the specialized skills for inclusion in our analysis of additional duties? For example, are there physical requirements?

Answer: Specialized skills include but are not limited to being bilingual, additional certifications or licensing requirements for the job, or additional duties that fall outside the scope of the traditional job duties (wildland firefighter, utility plant operator, additional safety duty officer, commercial driver's license holder).

Question 11: Page 32, Exhibit B – Price Schedule: May we propose a price schedule that divides our services into multiple line items with invoiceable milestones, such a project management plan and milestone deliverables, including the final report?

Answer: The price sheet should not be altered; however, Respondents may propose an alternative payment schedule within their proposal documents and can take exception to terms and conditions by clearly notating in their proposal response. Any alternate payment terms should align with the deliverables provided in Respondent's technical proposal.

Question 12: Page 32, Exhibit B – Price Schedule: Can you provide a maximum budget or Not to Exceed price for the required services?

Answer: No, TPWD will not disclose the budget information.

Question 13: Page 32, Exhibit B – Price Schedule: What does "Extension" mean in the final column of the Price Schedule? How does it relate to the "Unit Price"?

Answer: Extension equals the Quantity multiplied by the Unit Price. In this RFP, the quantity is one.

Question 14: Are the TPWD's job descriptions up to date and accurate? Their being reliable at the commencement of the project will be important to maintaining the agreed-upon schedule.

Answer: The agency is required to utilize the State Auditor's Office Job Descriptions which are updated after each legislative session. Each job vacancy is required to utilize an approved functional job description prior to posting the position.

Question 15: Please provide the complete list of peer agencies TPWD would like to include in comparisons.

Answer: Texas Historical Commission, Texas Preservation Board (Bob Bullock Museum), divisions within Texas Parks and Wildlife Department, National Park Service, National State Parks, similar agencies (local, county, municipal parks-related – Texas Municipal League or Texas County & District Retirement System (TCDRS)) within the geographic areas that have been defined, zoos, museums, or nature preserves in locations of populations greater than 250,000.

Question 16: Does the TPWD want the consultant to include both public and private sector data for comparison in the market survey?

Answer: Yes. Relevant private sector organizations may include zoos, museums, or nature preserves in locations of populations greater than 250,000.

Question 17: Does the TPWD want the consultant to calculate the cost of implementation for recommendations?

Answer: Yes.

Question 18: In Section 3.1 of the RFP, TPWD states “Respondents shall submit one (1) original proposal signed in ink (marked Original). In addition, Respondents should submit one (1) copy of the proposal”. However, in Section 5.1 of the RFP, TPWD states “E-MAIL submittals are preferred for this solicitation. However, Respondents may submit proposals by hardcopy or by email.” Please confirm whether the TPWD will allow consultants to submit proposals electronically or if they want proposals submitted via hard copy.

Answer: Electronic proposals are acceptable and preferred. Reference RFP Section II, Subsection 5 for the U.S. Postal Service address, Overnight/Express Mail address, and Email address to submit proposals. Whether submitting electronically or hardcopy, Respondents should include one original proposal with all required documents and one copy that excludes all pricing.

Question 19: What is the approved budget for consulting services to be provided under this procurement?

Answer: TPWD will not disclose the budget information.

Respondents are to acknowledge receipt of this Addendum by returning a signed copy with proposal submission.

I acknowledge receipt of this Addendum:

Respondent's Authorized Signature

Date

Company Name