

ADDENDUM #1

KITSAP TRANSIT
Request for Proposals
Classification and Compensation Study
RFP #KT 19-634
March 6, 2019

60 Washington Ave. Ste.
200
Bremerton, WA 98337
Phone: 360.479.6962
Fax: 360.377.7086

www.kitsaptransit.org



Questions Asked and Answers Provided:

Question #1: Can you please confirm the study is to include approximately 130 employees in 70 job titles, all of which are non-represented?

Answer #1: Confirmed

Question #2: Are the existing job descriptions current (i.e. can they be used in the market analysis and updated based on the results of questionnaires or interviews later in the project to maintain the desired timeline)?

Answer #2: Most are current. There are a few that will be updated with KT's HR department and department directors soon - prior to the market analysis.

Question #3: What variable pay elements does Kitsap Transit anticipate including in the analysis?

Answer #3: Salary or hourly rates and any bonuses to obtain an approximate yearly wage. A quick look at benefits to ensure we are comparable (we believe we are in this area). We are not looking at a "deep dive" of all compensation. The focus should be on annual wages.

Question #4: Kitsap Transit has expressed a desire to include a 7-step system. If the market results suggest something different, would it be open to reconsidering this approach?

Answer #4: Yes

Question #5: Is there flexibility in the schedule for completion, if necessary?

Answer #5: We will need to include any results in the 2020 budget. For planning purposes, budget development begins NLT mid-August. The schedule for delivery was developed with this timeline in mind.



ADDENDUM #1

Question #6: What is the approved project budget?

Answer #6: Kitsap Transit is not willing to share that information at this time.

Question #7: Will all 410 employees be included in the study? If not, how many employees will be included in the study?

Answer #7: No, approximately 170.

Question #8: How many unique job classification titles will be included in the study?

Answer #8: 70

Question #9: If represented employees are included in the study, which unions/collective bargaining units represent Kitsap Transit's employees?

Answer #9: Represented are not included in the study.

Question #10: Does Kitsap Transit have any flexibility regarding the timeframe for completion of scope of services? Our experience with similar public sector transit entities indicates that a project of this scope may take between five (5) to six (6) months to complete in a way that produces valid, high-quality, and defensible results.

Answer #10: See answer to question #5

All other terms and conditions remain the same.

END ADDENDUM 1

Please remember to acknowledge this addendum on your bid sheet.