



CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND

**Addendum #1**  
**Request for Proposal (RFP) No. 17-24**  
**COMPENSATION AND CLASSIFICATION STUDY**  
**January 30, 2024**

**ATTENTION ALL BIDDERS:**

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

**QUESTIONS**

**QUESTION 1:** Are there any other RFP documents required outside of the one that is presently available?

**RESPONSE:** No other documents are required. However, check back for Addendums, that will be posted through the City's portal.

**QUESTION 2:** What is removed from the redacted version of the proposal?

**RESPONSE:** Any proprietary and confidential information shall be removed.

**QUESTION 3:** The RFP mentions the current use of a point factor job evaluation plan. Is this a proprietary plan of the previous consultant? Is the City satisfied with it or is there a specific desire to explore other options?

**RESPONSE:** The point factor job evaluation plan we currently use is a proprietary plan of a previous consultant. However, there is a desire to explore other options.

**QUESTION 4:** What is the City's timeframe for beginning the project and when should it be completed?

**RESPONSE:** We would like to have the contract in place by May 2024, and the work will begin shortly after that. We want the study to be completed by October 2024 in preparation for the FY26 budget cycle.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP).**

**Additionally, please be sure to submit all required forms with your bid per this addendum and the solicitation instructions.**

**ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR BID OR ACKNOWLEDGING IN YOUR BID.**

**ISSUED BY: GINA WASHINGTON, SENIOR BUYER, JANUARY 30, 2024**

**NAME OF BIDDER: \_\_\_\_\_**

**BID DUE DATE: 2:00PM (ET), THURSDAY, FEBRUARY 13, 2024**