

**BARRY GLASSMAN**  
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**DEPARTMENT OF PROCUREMENT**

**REQUEST FOR PROPOSAL FOR BID NO. 16-049**  
**Classification and Compensation System Review for the HCSO**

Nov 09, 2015

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to all prospective proposers.

**Question No. 1:** 1. When was the last compensation study for the HCSO conducted?

**Answer No. 1:** 2007-2008

**Question No. 2:** 2. How have you been maintaining your compensation structure in the meantime?

**Answer No. 2:** Structure has not changed, nor have employees received step increases.

**Question No. 3:** 3. How detailed a benefits analysis are you looking for? Are you looking for a comprehensive analysis to include medical, vision, dental, prescriptions, life insurance, short- and long-term disability, retirement, and paid time off? Or just an overview like average cost of benefits as a percentage of salary?

**Answer No. 3:** Please supply an overview only.

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**Question No. 4:** 4. Do you want the Consultant to work with a staff Committee? In addition to the Sheriff and his appointed staff per 2.2.4.

**Answer No. 4:** There will not be a staff Committee.

**Question No. 5:** 5. Other than conducting a comp and class system review to ensure your structures are internally and externally equitable, are there other issues motivating the project at this time?

**Answer No. 5:** No

**Question No. 6:** 6. Is the union going to be involved in the process?

**Answer No. 6:** No

**Question No. 7:** 7. Are your job descriptions up-to-date?  
a. Do you want a position description questionnaire process?  
b. If descriptions are not current do you want them drafted as part of this project?

**Answer No. 7:** Job descriptions are not up to date. Determination would be made based on the cost associated with adding that to the project.

**Question No. 8:** Section 2.2 of the RFP indicates that there is a job evaluation system currently in place. Could you identify or describe the system?

**Answer No. 8:** Internal review of job descriptions for salary placement to maintain equity within existing job classifications.

**Question No. 9:** Are you satisfied with the current system of job evaluation?

**Answer No. 9:** Yes

**Question No. 10:** Have you had a previous outside study? If so, can you indicate the firm and time frame?

**Answer No. 10:** The Singer Group in 2007-2008

**Question No. 11:** Is there a budget established for your project? If so, can you identify that amount?

**Answer No. 11:** A budget has not been established.

Sincerely,

A handwritten signature in blue ink that reads "Stacy Rappold". The signature is fluid and cursive, with a large loop at the end of the last name.

Stacy Rappold

Procurement Agent II - CTPS