



QUESTIONS & RESPONSES #03

RFP or RFQ / TITLE 071371 | Workforce Classification & Compensation

CONTACT Monique Chapman, PROCUREMENT

EMAIL procurement@portoftacoma.com

PHONE NUMBER 253-888-4705

SUBMITTAL DUE DATE April 9, 2020 @ 2:00 PM (PST)

Q&A ISSUE DATE Monday, April 6, 2020

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
1. Can you advise us what enterprise resource planning system the port is using for HR?	The Port utilizes 'PDS Vista Human Resources' as its HR system. The Port does not have an ERP solution, utilizing a best of breed software application model.	

2. What is the current number of unique positions covered under the scope of the project?	May vary between 125 and 150 positions.	
3. Is it anticipated that a job analysis questionnaire type process is needed to gather current relevant job content? If so, should the consult plan on drafting new job descriptions from that data?	No job analysis questionnaire type process will be needed in the near term. Just completed comprehensive review.	
4. Is the Firm expected to use the Decision Band Method to classify jobs or will other methods or classification be considered?	We would consider other methods and classifications.	
5. Can you clarify further the breakdown of work over the three year contract—specifically the amount of job description review and classification in a given year?	We anticipate up to 5 classification/ job description reviews per year - dependent on needs of the organization.	
6. I do not see any market pricing/benchmarking as part of the scope of services, is that correct?	Consultant will calculate annual cost of labor for adjustment of salary ranges. Market pricing/benchmarking may come up time to time but is infrequent.	

7. To confirm, the total number of pages that can be submitted for our response is 10 pages which includes the cover letter. Does it also include the Rate Sheet as well (i.e., Attachment C of the ITB)?	The page count does not include the rate sheet that is to be submitted separately.	
8. Is there a preferred timeline for completing the entire project or will the items listed in the scope of services be conducted at various times depending on the specific needs of the Port?	Services provided will be on an as needed basis depending on needs of the organization.	
9. Do you know when the project may start given the current state of the pandemic?	There is no actual start date since services will be provided on an as needed basis.	
10. Can we give an all-inclusive price to conduct all items in the scope of services as well as an hourly blended rate?	Yes. If this is done, it must be clearly marked as an option.	
11. Is the proposal due date still due April 9 and that responses are to be emailed to procurement@portoftacoma.com?	The due date remains April 9, 2020 @ 2:00 PM.	