



March 20, 2025

Addendum #1 to RFP 3778 Comprehensive Classification Review and Development

The City of Springfield is hereby amending the above-mentioned RFP. The original document can be found on the City's website at www.springfield-or.gov (select CITY > Finance > Purchasing and Contracts then RFP# will be linked to the RFP/ITB page).

Question: How many employees and how many unique positions and/or classifications will be included in this study?

Answer: The RFP will cover approximately 182 positions and 15 job families/classifications.

Question: The RFP noted a July 1st start date- is there an expected completion date?

Answer: Expect completion during FY26 (before July 1, 2026).

Question: What was the date of the last study completed? Was it of the same scope as the current request? Did it include updated job descriptions?

Answer: The last study was completed and implemented between 2010-2012. As written in 2008: "The goals of this study are to update and redesign the position classification system, to redesign the compensation plan to most effectively support the strategic objectives of the City, and to establish salary ranges that are appropriately competitive with our comparable and relevant labor markets." It included updates to job specifications and addendums.

Question: Was the study completed internally or with the assistance of an outside firm? Who was the outside firm if one was used?

Answer: The last classification study was completed with the assistance of Fox Lawson & Associates LLC.

Question: Are benefits included in the market research component of this study and, if so, which elements are included?

Answer: Benefits are not included in the market research.

Question: Is onsite presence preferred for this study or is remote support acceptable?

Answer: Remote support is acceptable, although onsite presence is desired for presentations of information to stakeholders (union, Council, etc.).

In the event that it is necessary to further amend, revise or supplement any part this RFP, additional addenda will be posted on the City's website at <http://www.springfield-or.gov> (select CITY > Finance > Purchasing and Contracts then RFP#XXX and name of project). As stated in the original solicitation, City will make a reasonable effort to provide the addenda to all Proposers who asked to be on the Interested Parties List. This addendum shall be considered part of the specification of the RFP. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

ALL BIDDERS MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING AND DATING THIS DOCUMENT AND INCLUDING IT AS PART OF THEIR SUBMITTAL PACKAGE.

Signature

Date