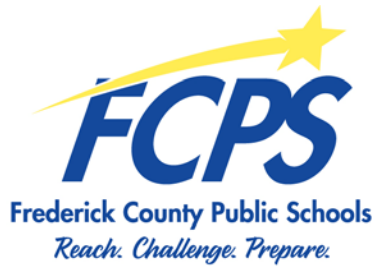


Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5208 phone
301-644-5213 fax
kim.miskell@fcps.org



Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Billie Laughland, Purchasing Agent
Bill Meekins CPPB, CSBO, CPCP,
Purchasing Agent
Shane Ryberg, Purchasing Agent

ADDENDUM

March 8, 2019

ADDENDUM # 2

RFP 19MISC7, Classification Program and Training

REVISED DUE DATE & TIME: FCPS Central Office Main Lobby, Thursday, March 14, 2019, prior to and time stamped no later than 10:00 A.M.

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original packages and any resultant contracts for the above RFP.

1. This Addendum includes the following attachment(s):
 - a. Questions and Responses

Thank you for your interest in bidding with Frederick County Public Schools and we apologize for any inconvenience this may have caused.

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager

KM/jc

Attachment

pc: Tim Thornburg, Director of Human Resourc

ADDENDUM # 2
RFP 19MISC7, CLASSIFICATION PROGRAM AND TRAINING

QUESTIONS AND RESPONSES:

1. Is this a new requirement? If not, who is the incumbent? **Yes**
 2. How many union positions does FCPS have? If so, would we have access to applicable contracts, pay scales and other regulations for which the positions are governed to follow for classification purposes. **Of the 6,003 FTE positions, the vast majority are covered by a collective bargaining agreement.**
 3. Has a budget been established and can you share that information? **Yes; however, FCPS is not prepared to share that information at this time.**
-

1. How many employees and how many unique job titles/classifications will be included in the study? **FCPS has approximately 6,003 FTE positions. We are seeking a tool or program that we can use for all positions within FCPS; however, it would be used initially for identified support positions. FCPS is not seeking a consultant to perform a classification and compensation study, but rather, we are seeking a tool to assist us in classifying and placing positions within our current salary structure.**
 2. Will the study include administrative/clerical employees, licensed/teaching employees, etc? **FCPS is seeking a tool or program that we can use with all positions; however, it would be used initially for identified support positions.**
 3. What are the unions/collective bargaining units that represent FCPS' employees? **Frederick County Teachers Association (FCTA), Frederick Association of School Support Employees (FASSE), and Frederick County Administrative and Supervisory Association (FCASA)**
 4. Does FCPS have a budget for the study that it can share with us? **Yes; however, FCPS is not prepared to share that information at this time.**
-

1. Are compensation and classification two separate units at FCPS? **Yes.**
 2. To establish classification standards, what scope factors does FCPS value (accountability, knowledge)? **Scope factors include, but are not necessarily limited to, the type of work performed, the degree of difficulty, the qualifications required, and the level of responsibility.**
 3. How many career families, job titles, does FCPS have? **There are approximately 308 total job titles.**
 4. How many employees does FCPS have? **Approximately 6,003 FTE positions**
 5. How many bargaining units does FCPS have? **Three: Frederick County Teachers Association (FCTA), Frederick Association of School Support Employees (FASSE), and Frederick County Administrative and Supervisory Association (FCASA)**
-

1. What is the total employee population subject to evaluation under the proposed new evaluation system, and how many are exempt, or non-exempt. Of the 6,003 FTE positions, approximately 50% are exempt and 50% are non-exempt.
2. What percentage of the total population may be covered by a collective bargaining agreement? A significant majority of the total population is covered by a collective bargaining agreement.
3. Are teachers covered by a collective bargaining agreement? What percentage of the total population do teachers represent? Yes. Instructional teacher and professional positions represent approximately 53.83% of the entire employee population.
4. What is the approximate turn-over rate if available, and the primary reasons reported for turnover, where applicable. For certificated employees, the turnover rate is approximately 6.0%, and for non-certificated support, the turnover rate is at least twice that of certificated. The primary reason for both turnover rates is retirement.
5. Are there existing incentive plans in place to augment base pay (bonuses, equity adjustments, awards, etc.). No. Any such incentives must be negotiated with the exclusive bargaining agent for each unit.
6. Do you currently maintain an approximate market position (lead, lag, lead-lag, etc.) and/or pay philosophy? FCPS' market position can be best described as lead-lag. We make every effort to be competitive in terms of salary but may not always be able to do based upon available funding and priorities identified at the time. However, FCPS does offer other benefits, such as medical insurance and tuition reimbursement, professional development, mentoring, etc., which are viewed as highly desirable by current employees and applicants.
7. How do you define the competitive market for your organization? A competitive market for our system is dictated by the needs of the system and our ability to fill vacancies from a highly effective and diverse applicant pool. Neighboring school systems, and private industry with regard to more technical positions, are also competing for hires from this same desirable applicant pool.
8. What type of position evaluation system(s) do you use currently, and the last update(s). Do you have a preference as to the type of evaluation system that would be best for your organization going forward, or is an update to your current system a consideration?* The last position evaluation was conducted by a consulting firm in 2004. At present, a system regulation is being reviewed for possible updates. We are seeking a tool or program that we can use for all positions within FCPS; however, it would be used initially for identified support positions. FCPS is not seeking a consultant to perform a classification and compensation study, but rather, we are seeking a tool to assist us in classifying and placing positions within our current salary structure.
9. When was the last major update to position descriptions, and do they now reflect current technology and essential knowledge, skills and abilities? Position descriptions are reviewed on a case-by-case basis and prior to each position, as opposed to a systemic review schedule.
10. What types of pay policies, recruitment incentives and benefits would aid in recruiting, retaining and motivating qualified employees. The RFP scope of services requests that a tool be provided for our school system to use for us to conduct the reclassification, as opposed to an outside firm doing this work.
11. Will a labor management committee be established to facilitate communication with collective bargaining agents? Management and exclusive bargaining unit representatives have a collaborative

working relationship, and while nothing definitive has been decided, conversations, as a minimum, will be had between the parties. However, the RFP scope of services requests that a tool be provided for our school system to use for us to conduct the reclassification study, as opposed to an outside firm doing this work.

12. Will a management steering committee be established and available to work with managers and the contractor in getting documents reviewed and approved, secure answers to questions and provide documentation as needed? The RFP scope of services requests that a tool be provided for our school system to use for us to conduct the reclassification, as opposed to an outside firm doing this work.