



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

Purchasing Department

August 26, 2016

Re: Classification and Compensation Study and Analysis
Douglas County Board of Commissioners
Solicitation No. 16-014

Dear Ladies and Gentlemen,

This **Addendum No.1**, to Douglas County's Request for Proposal for Classification and Compensation Study and Analysis, is hereby issued to provide clarification to the Request for Proposal in the following particulars only, and is made a part of the Request for Proposal document.

1. Attached is the Bid Form that is to be used to submit your Bid.

Thank you for your attention to this Addendum No.1, and interest in Douglas County. Please acknowledge receipt of this addendum via, return fax, at 770.920.7219 and include this addendum and your acknowledgement in your bid/proposal package, not to be counted as a part of any page limit.

All other terms and conditions of the Proposal remain the same.

Sincerely,

Bill C. Peacock

Director, Purchasing

ACKNOWLEDGEMENT

COMPANY: _____

SIGNATURE: _____

TITLE: _____ DATE: _____

We acknowledge receipt of your Addendum No. 1, Solicitation No 16-014.

**Douglas County Board of Commissioners
Purchasing Department
Request for Proposals
Classification and Compensation Study and Analysis
Solicitation 16-014**

PROPOSAL FORM

Work to be performed:

- Review all current job descriptions and analyze same for knowledge, skills, abilities, education and experience relevance and internal consistency, job definitions & summaries, distinguishing characteristics, supervision received and exercised, conformity with the ADA relative to essential job functions (including physical demands); special requirements including licensing and certifications.
- Review the County's current Position Classification and Wage Administration Plans and provide recommendations for enhancement and specific guidelines for requests pertaining to the following: creating new positions, salary adjustments and reclassifications, retroactive pay, compensation for additional duties (temporary and permanent assignments) and internal equity adjustments.
- Analyze all existing job family classifications, pay grades and salary ranges and recommend modifications as necessary.
- Analyze all existing FLSA classifications and recommend modifications as necessary.
- Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Georgia counties as required.
- Identify potential pay compression issues and provide alternative solutions.
- Develop applicable classification/reclassification questionnaire.

As specified by this Request for Proposals document.

Total Price Proposal Amount: \$ _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

**Douglas County Board of Commissioners
Purchasing Department
Request for Proposals
Classification and Compensation Study and Analysis
Solicitation 16-014**

Printed Name and Signature of Authorized Representative:

Title: _____ Date: _____

Telephone/Fax No.: _____

Email Address: _____

Federal Tax I.D. Number: _____