ATTACHMENT 10

Form for Vendor Question Submission

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	How many employees will be included in the study?	RFP SC 1701.2026.2.JG Job Classification and Compensation Study, 1.0 Background Information	14 EEs
2	Of those employees, how many job classifications are there?	RFP SC 1701.2026.2.JG Job Classification and Compensation Study, 1.0 Background Information	3 classifications, 14 EEs Business Analyst (11) IT Project Manager (3) Principal IT Project Manager
3	Please confirm the number of classifications and employees in scope. Attachment 13, Question 4 refers to "the two classifications." Is this study limited to two classifications? If so, please identify them and the approximate number of affected employees.	RFP p. 6, Section 1.0; Attachment 13, p. 1, Question 4	3 classifications, 14 EEs Business Analyst (11) IT Project Manager (3) Principal IT Project Manager

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4	Section 6.1(c)(viii) requires references from a minimum of three clients for whom the bidder has conducted similar services. May comparable engagements performed by proposed key personnel while employed by prior organizations satisfy this requirement, or must all three engagements have been contracted directly with the proposing firm?	RFP p. 11, Section 6.1(c)(viii); Attachment 13, p. 1, Questions 6-7	All three engagements/references should be contracted directly by the current firm.
5	Please clarify which insurance coverages in Attachment 2 apply to this non-IT classification and compensation consulting engagement. Specifically, are the $2 million Cyber Liability and $2 million Technology Professional Liability/E&O coverages required?	Attachment 2, Appendix C, Sections 3.2(E)-(F), p. C-5	Specific insurance provisions will be determined upon contract execution. Bidders may submit red-lines to specific clauses by selecting option 2 on Attachment 3 and submitting a red-lined version of Attachment 2.
6	Does the Court require a minimum number of in-person meetings or onsite activities, or may stakeholder interviews, briefings, and other project meetings be conducted virtually when appropriate?	RFP p. 7, Section 2.2(b); RFP p. 8, Section 2.5	No, we do not require a minimum number of in-person meetings or onsite activities.

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7	How many distinct job classifications and employees are included in the study? Can the Court provide a list of classification titles, including those related to IT positions?	RFP, p. 6, Sections 1.0 and 2.0; p. 7, Section 2.2(a)	3 classifications, 14 EEs Business Analyst (11) IT Project Manager (3) Principal IT Project Manager
8	Is an independent external market compensation survey, including data collection from comparable organizations, required? Or is the study primarily focused on existing classifications, internal equity, and classification alignment?	RFP, p. 6, Section 1.0; pp. 6-7, Sections 2.0-2.2	Study focused on existing classifications, internal equity and classification alignment.
9	Approximately how many position descriptions must be reviewed and updated? Should all descriptions within the study be revised, or only those identified as requiring changes?	RFP, p. 7, Section 2.2(d)-(e)	3 and only those identified as requiring changes.
10	How many total classifications, positions, and incumbents are included in the study?	RFP, p. 5–6, §§1.0, 2.2(a)–(c)	3 Classifications Business Analyst (11) IT Project manager (3) Principal IT Project Manager
11	Should the contractor review every position/incumbent in the selected classifications, or may a representative sample be used?	RFP, p. 5–6, §§1.0, 2.2(a)–(c)	We defer to the consultant's recommendation in order to distinguish the classifications.

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12	What classification, position-description, organizational, and compensation data will the Court provide, and what approximate number of employees, supervisors, and managers should bidders plan to survey, interview, or brief?	RFP, p. 6, §§2.1(b)–(c), 2.2(b)–(d)	We can provide the class specifications and salary schedules. There are 14 EEs in the 2 classifications and they report to two (2) different managers.
13	The contract period extends through December 31, 2027, while the final report is due April 30, 2027. Is any implementation, presentation, or follow-up support expected after the final report?	RFP, p. 2, Contract Duration; p. 7, §2.4(a)–(b)	No additional support is expected after the final report.
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