Pay & Classification Analysis Q&A

1. **RFP Section 5.0, Task 6 (Implementation Plan), item b.ii (p. 13):** Does Land of Sky expect the toolkit to work in Excel and its current HR or payroll system, or is it open to a software platform?
   a. Excel, open to software platform keeping cost in mind

2. **RFP Section 5.0, Task 6 (Implementation Plan), item b.ii (p. 13); Section 4.2, Section 2 (contract term through June 30, 2027) (p. 9):** Is Land of Sky interested in a period of support after the project ends, such as help placing new positions during FY28?
   a. Not at this time

3. **RFP Section 5.0, Task 1 (Project Initiation), items b.i and b.iii (p. 11), and Task 7 (Final Report Deliverables), items a.i and a.ii (p. 13); Section 4.2, Section 4 (Pricing Proposal, travel and capped reimbursable expenses) (p. 10):** Does Land of Sky expect any work or meetings to occur onsite at Land of Sky, such as the kickoff meeting, Board presentation or an all-staff briefing?
   a. In person is helpful in conveying information to the team and board, however this is asking for your approach as you propose.

4. **RFP Section 5.0, Task 2 (Classification Plan Review and Job Evaluation Methodology), introduction and item b.v (pp. 11-12):** Are job descriptions complete and up-to-date?
   a. Some are, but not all. Staff are working on this now.

5. **RFP Section 4.2, Section 4 (Pricing Proposal) (p. 10):** Is there an established budget for this study that we should work within?
   a. No budget is referenced

1. **Standard contract:** Sections 2.6 and 4.3 direct respondents to review the standard Land of Sky contract provided as Attachment E. However, the RFP appears to only include A-D. Can you share that additional attachment?
   No Attachment E. We are currently revising contracts.

2. **Positions and job descriptions:** The RFP references 76 positions in the classification system, 73 occupied positions, and 76 employees. Could you clarify the number of distinct classifications and job descriptions included in the study? Should respondents assume that all 76 job descriptions will be evaluated, and approximately how many may require substantive revision or creation?
   Approximately 48 – 55 job descriptions. Job Descriptions are in our current Classification Plan. Request assistance to assess and possibly restructure/consolidate some job descriptions.

3. **Benefits analysis:** Task 4 requires a comparison of benchmark benefits and identification of competitiveness gaps, while a total rewards approach is listed separately as optional. Could you clarify the expected depth of the required benefits comparison? Is the required scope intended to be a high-level comparison of benefit offerings, with monetary valuation or a comprehensive total rewards analysis treated as optional?
   Expectation is for a high-level analysis of benefits with monetary compensation.