

**Commonwealth of Virginia**  
**Department of Human Resource Management**  
**Compensation Workgroup and Annual Reporting**

**RFP# DHRM20-03**

**Addendum # 1**

October 22, 2019

Please sign this form and include as a part of your submission.

X \_\_\_\_\_

This addendum addresses all questions received through Tuesday October 22, 2019.

- 1 – Could you provide additional clarification on the preliminary report due December 1, 2019; will you need help with this report?

DHRM is preparing this report. To the extent possible, DHRM will gather and provide information that is stated in Phase I of the RFP.

- 2 – With the December 1 report would the findings or recommendations in that report potentially change or alter any of the plans that have been outlined in the scope?

No, that is not anticipated.

- 3 – When was the last review of the compensation model and has it been done historically in the past as well? Or is this going to be part of the effort to align this?

The last comprehensive review of the compensation model and infrastructure was completed in September, 2000. A review of the model is an expectation.

- 4 – Regarding SWaM evaluation – We are in the process of completing our SWaM application, when would you consider the vendor for SWaM certification if the process has not been completed?

We will consider any DSBSD vendor certifications that are effective by the submission date of the proposals.

- 5 – In your Statement of Needs you mention the DHRM employee Exit Interview Survey; can you elaborate a little on that data?

Implemented in 2018 by DHRM and the vendor to understand dynamics around why employees leave state government: Implementation of a statewide exit survey was a recommendation of the Commission on Employee Retirement Security and Pension Reform. The outcomes can serve many purposes, but the driver was to determine to what degree compensation is a factor in employees leaving state services.

- 6 – Are there any other data sources outlined in the statement of needs that might have limitations we should be aware of?

No. The Exit Survey is reliant upon employee participation; other necessary data should be available in our HR systems, compensation source data, etc.

- 7 – On page 4 regarding funding available in Phase 1 capped at \$250,000; are you referring to the 30% points toward price in the evaluation?

Yes, though that is the max price the department will be allowed to pay from year to year (\$200,000 in later years). It is advised that the prospective vendors provide quality service with the best price within the range. This cap is specific to Phase I of the RFP. As stated in the RFP, funding has not been identified for implementation of the pay equity study and as such, this study will only begin after such funding is obtained and made available to DHRM.

- 8 – Regarding the phases outlined; are there certain aspects that you have in mind in regards to expectations that you would want absolutely in place by the end of phase 1? Or are we looking at this more of a calendar perspective of funding to see this work split out between the phases based on the approach we recommend?

Phase I needs to be fully in place no later than December 1, 2020 or sooner if possible.

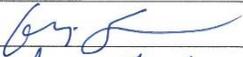
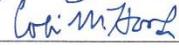
- 9 – Does the agency intend to make any changes to the evaluation criteria given the \$250,000 cap? I believe it was mentioned that the cap could impact the SWaM component.

This will be subject to change however, DHRM will inform each vendor if there will be a change. This will have no effect on what you provide to DHRM as your estimated SWAM plan costs for the initial year.

**RFP # DHRM20-03**  
**Compensation Workgroup and Annual Reporting**  
 Optional Pre-Proposal Conference  
 Monday, October 21, 2019 at 10:00 a.m.

**Note: This information will be publicly posted as a part of Addendum #1**

**Sign In Sheet**

<i>COMPANY REPRESENTING</i>	<i>PRINT NAME</i>	<i>SIGNATURE</i>
1. Thought Logic Consulting	1. Freyja Saunders	1. 
2. Thought Logic Consulting	2. Colin Hood (colinh@thought-logic.com)	2. 
3. Management Advisory	3. James Holmes	3.
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