



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

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REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Project: Compensation & Classification Study Addendum #1
Date of Issue: July 28, 2019

Item 1. Submittal Date for Proposals

An addendum with information important for developing project scope was not released timely. As a result, the addendum is being issued today and firms may submit or amend proposals. Proposals will now be accepted through 5:00pm Local Time August 2, 2019.

Item 2. Classification of 63 Employees

The question was asked if these are existing employees or new employees. These are existing employees.

Item 3. Union Support/Participation

The Study includes union employees. The IBEW is aware the City & Borough of Wrangell is having a classification study completed. One reason for undertaking this effort relates to the upcoming collective bargaining process between the Borough and the IBEW. Both parties need to understand where the Borough sits with regard to wages and classification of employees. The Borough anticipates full participation from the IBEW in reviewing and providing feedback on proposed changes. The Borough also anticipates support by the IBEW for proposed changes will depend on a variety of factors.

Item. 4 Collaborative Process

The following statement and question was posed: "The study will include a significant number of meetings with various stakeholders, including HR, management, unions, and employees. Is the City and Borough of Wrangell (CBW) able to accommodate a collaborative and interactive process, particularly with regard to the classification portion of the study?"

Yes, the CBW is able to accommodate a collaborative and iterative process. The recommended scope of the process should be outlined in the proposal. The final process scope will be determined between the successful firm and the CBW.

Item 5. Role of HR Department

The following questions were asked, “What role, if any, does CBW expect the HR department to play in the study? Is there an on-site team composed of CBW staff formed or to-be-formed to work with the contractor on either the classification or compensation portion of the study?”

The CBW does not have an HR Department. The Accounting Generalist in the Finance Department handles much of what is considered day-to-day HR work. Issues of significance are elevated to the Borough Manager for consideration. There is not currently an on-site team, but the CBW can form one to work with the consultant.

Item 6. Consideration of Two Studies, Rather than One

The following questions were asked, “Is the CBW willing to consider timing the studies so that one is complete before the other starts? In other words, treating the Compensation & Classification Study as one study and one contract but allowing the classification portion of the study to finish before starting the compensation portion?”

Yes, the CBW is willing to consider this as an alternative.