



Addendum #1

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915

DATE: December 23, 2019
PROJECT: GP-0268-R02 – Human Resources Consulting Services
DESCRIPTION: Addendum #1

This addendum shall be considered part of the Request for Proposals (“RFP”) issued in connection with the above-referenced project. Should information contained within this Addendum conflict with the RFP, this Addendum shall supersede the relevant information in the RFP.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

1. Not applicable.

B. BIDDER’S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

- 1. Question: How many employees are to be within the scope of the project?
Answer: Approximately 190.
- 2. Question: How many job classes or titles are to be included within the scope of the project?
Answer: Approximately 125 job titles.
- 3. Question: Do you anticipate employee involvement, such as through the completion of job questionnaires?
Answer: Yes.
- 4. Question: Do you have a current compensation plan and structure?
Answer: Yes.
- 5. Question: Can you share the current compensation plan and the organizational structure?

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- Answer: Yes, see Attachment 1.2 and 1.3.
6. Question: Have you ever had an outside review before?
- Answer: Yes, in 2006 Hay Group performed a similar review.
7. Question: Are positions currently FLSA designated?
- Answer: Yes.
8. Question: Have you established a budget or range of dollar expectation for the project? If so, can you share that?
- Answer: The NJSDA has established an estimate of the project cost. The NJSDA is not prepared to share that estimate with prospective bidders.
9. Question: Who would be your project manager?
- Answer: Colleen Connolly, Managing Director Program Development.
10. Question: Are there any collective bargaining units involved?
- Answer: No.
11. Question: Approximately how many positions are included?
- Answer: See Question #2.
12. Question: Are all job descriptions currently in a standardized format and do they identify current FLSA classification?
- Answer: The job description format is, for the most part, standardized and yes they identify current FLSA classification.
13. Question: Does the Assess pay and total compensation competitiveness, inclusive of benefits package, against relevant comparator markets include:
- Retirement benefits? Yes.
Vacation? Yes.
Sick? Yes.
PTO? Yes.
Holidays? Yes.
Purchase or conversion plans? No.
Payouts upon separation/retirement? Yes, retirement only (accrued vacation and sick time).
Bereavement? Yes, included with sick leave.
Cell phone stipends? No.
Educational assistance? Yes.
Degree recognition? Yes.
Certification incentives? Yes (certification/license recognition).
Others? No.
- Answer: See answers above within Question #13.

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14. Question: Is a cost analysis to be included with the benefits assessment?
Answer: No.
15. Question: Has NJSDA done this compensation analysis before or is this the first time?
Answer: See Question #6.
16. Question: How many employees are at NJSDA?
Answer: See Question #1.
17. Question: How many titles are part of review for this project?
Answer: See Question #2.
18. Question: What is your expected number of titles for FLSA review?
Answer: Approximately 35 (current grade level 15 and below).
19. Question: What is the reason for including operational efficiency evaluation?
Answer: To determine if the current organizational structure is impeding operational efficiency.
20. Question: What are the types of issues faced by the organization?
Answer: The NJSDA is in the process of recruiting a permanent Director of Human Resources. Additionally, the NJSDA has recently restructured and seen head count reduced by approximately 15%.

D. CHANGES TO PREVIOUS ADDENDA:

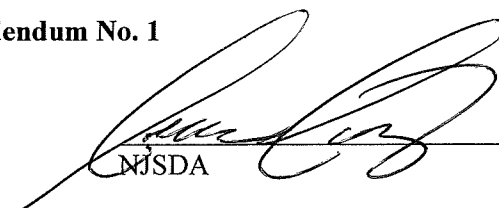
1. Not applicable.

E. ATTACHMENTS:

1. Attachment 1.1 "Notice of Intent to Participate" Contact List
2. Attachment 1.2 NJSDA Title and Grade Levels
3. Attachment 1.3 NJSDA Salary Ranges

Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.

End of Addendum No. 1


NJSDA
Date 12/27/19



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

32 E FRONT STREET
P.O. BOX 991
TRENTON, NJ 08625-0991
609-943-5955

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New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915

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Acknowledgement of Receipt of Addendum

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning via scanned copy (Dkutch@njsda.gov). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made on the NJSDA Fee Proposal Form. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

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ATTACHMENT 1.1

“Notice of Intent to Participate” Contact List

Cowden Associates, Inc.
Four Gateway Center, Suite 605
444 Liberty Avenue
Pittsburgh, PA 15222-1222

Dilworth Paxson LLP
457 Haddonfield Road, Suite 700
Cherry Hill, NJ 08002

Gallagher
250 Park Avenue, 5th Fl.,
New York, NY 10177

Jehr Group
112 W. 34th Street, 18th Floor
New York, NY 10120

Korn Ferry
1650 Arch Street
Philadelphia, PA 190103

KS Branigan Law P.C.
105 Grove Street, Suite 9
Montclair, NJ 07042

Management Advisory Group International, Inc.
12730 Fair Lakes Circle, Suite 600
Fairfax, VA 22033

Rabinowitz, Lubetkin & Tully, LLC
293 Eisenhower Parkway, Suite 100
Livingston, New Jersey 07039

Rothmeyer Rothmeyer Corp.
6533 Wheeler Ave.
La Verne, CA 91750

Schenck Price Smith and King
220 Park Avenue
Florham Park, NJ 07932

Segal Group, The
1800 M St. NW, Suite 900, South Tower
Washington, DC 20036

ATTACHMENT 1.2

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
TITLE AND GRADE LEVELS**

Position Titles as of March 9, 2018	Grade
Chief of Staff	21
Executive Vice President - Program Operations and Strategic Planning	21
Vice President - Corporate Governance and Operations	21
Vice President - Construction Operations	21
Vice President and Chief Financial Officer	21
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Associate Vice President - Program Operations	20
Chief Counsel	20
Controller	20
Managing Director-Design	20
Managing Director-Program Operations	20
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Director-Communications	19
Director-Contract Accounting and Disbursements	19
Director-Contract Management	19
Director-Grants Administration	19
Director-Human Resources	19
Director-Information Systems	19
Director-Procurement	19
Director-Program Assessment and Development	19
Director-Program Planning	19
Director-Real Estate Services	19
Director-Risk Management and Vendor Services	19
Director-Safety	19
Program Director	19
Senior Counsel	19
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Assistant Counsel	18
Deputy Director-Accounting and Budgets	18
Deputy Director-Communications	18
Deputy Director-Contract Management	18
Deputy Director-Grants Administration	18
Deputy Director-Human Resources	18
Deputy Director-Procurement	18
Deputy Director-Purchasing	18
Deputy Program Director	18
Financial Operations Manager	18
Information Systems Operations Manager	18
Programming Manager	18
Program Operations Manager	18
Senior Cost Engineer	18
Senior Program Officer	18
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Budget Manager	17
Central Records Manager	17
Construction Claims Manager	17
Cost Engineer	17
Ethics Manager	17
Financial System Specialist	17
Governance and Records Specialist	17
OPRA Manager and Records Custodian	17
Pre-Qualification Manager	17
Program Officer	17
Program Scheduler	17
Risk and Insurance Specialist	17
Risk Management Specialist	17
Senior Auditor	17
Senior Financial Accountant	17
Senior Real Estate Specialist	17
Senior Research Analyst	17
Special Projects Manager	17

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY
TITLE AND GRADE LEVELS**

Position Titles as of March 9, 2018	Grade
Assistant Program Officer	16
Assistant Program Officer (Project Forecasting and Scheduling)	16
Cost Analyst	16
Estimating Coordinator	16
Facilities Supervisor	16
Field Compliance Inspector	16
Field Inspector	16
Grant Specialist	16
Human Resources Specialist	16
Insurance Claims Specialist	16
Insurance Specialist	16
Program Operations Specialist	16
Real Estate Services Analyst	16
Records Management Specialist	16
Research Specialist	16
Senior Database Administrator	16
Senior Financial Analyst	16
Senior Information Systems Project Analyst	16
Senior Procurement Analyst	16
Senior Programmer	16
Senior Staff Analyst	16
Senior System Administrator	16
Senior Vendor Analyst	16
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Communications Coordinator	15
Cost Recovery Analyst	15
Executive Coordinator	15
Financial Analyst	15
Grant Analyst	15
Human Resources Generalist	15
Insurance Analyst	15
Paralegal	15
Procurement Analyst	15
Program Development Analyst	15
Project Analyst	15
Staff Analyst	15
System Administrator	15
Vendor Analyst	15
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Accounting Coordinator	14
Executive Assistant	14
Facilities Coordinator	14
Records Management Coordinator	14
Staff Coordinator	14
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Communications Assistant	13
Help Desk Analyst	13
Human Resources Assistant	13
Information Systems Assistant	13
Program Assistant	13
Real Estate Assistant	13
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Administrative Specialist	12
Facilities Assistant	12
Receptionist	12
Records Management Assistant	12

ATTACHMENT 1.3

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

SALARY RANGE INFORMATION

Grade	Salary Ranges as of October 17, 2011		
	Minimum	Midpoint	Maximum
21	100,000	120,000	141,000
20	94,000	112,500	135,000
19	84,000	101,000	121,000
18	72,500	87,000	104,500
17	64,000	77,000	92,500
16	55,200	66,500	80,000
15	48,000	57,600	69,000
14	42,500	51,000	61,000
13	37,500	45,100	54,200
12	32,500	39,000	46,800
11	24,800	29,800	35,800