11/19/2025

Addendum #2 for Hampton County School District, Compensation and Staffing Study

Compensation and Staffing Study Questions and Answers – RFP 2025-002

1. We are wondering if you can confirm the number of **job** titles you would like included in this study.

   Answer: **32 job title/classification**

2. What are the district's primary goals for this study — market competitiveness, internal equity, recruitment and retention, or overall fiscal sustainability?
   Answer: **All of the above**

3. Will the findings be used strictly to adjust pay schedules, or does the district intend to use them to inform broader staffing structure or organizational alignment decisions?
   Answer: **All of the above**

4. Does the District have a defined peer comparison group for benchmarking, or should the consultant propose a Southeastern cohort?
   Answer: **Southeastern cohort**

5. Will the District provide digital exports of data (e.g., salary schedules, job descriptions, employee rosters, and benefits information) to support the analysis?
   Answer: **We will share all current information we have with the selected RFP Vendor.**

6. Should cost modeling include multiple implementation options (such as phased funding scenarios), or only a single recommended plan?
   Answer: **All of the above. We would like the Single plan to include phase options.**

7. What level of involvement is expected from District leadership and the Board during the project — periodic progress reviews or only a final presentation?
   Answer: **Both, periodic and final.**
8. Can the District provide a current list of all job titles, job descriptions, FLSA statuses, and organizational reporting structure, or should the consultant plan to create or refresh job descriptions as part of the scope?
   Answer: **We will share all current information we have with the selected RFP Vendor. However, we are expecting the creation and refreshment of any scale or job description that is deemed necessary.**

9. Does the District intend for market comparisons to use statewide South Carolina peer school districts only, or should regional municipal/public sector labor market comparators also be included?
   Answer: **Southeastern cohort- with all schools, municipal/public sector labor market.**

10. Will the District require onsite employee interviews, focus groups, or incumbent questionnaires to support job classification alignment, and if so, approximately how many stakeholder groups or sessions should be anticipated?
    Answer: **All, yes, interviews could take place to make sure that job duties are in align with job descriptions. Based on findings, that would have to be determined.**

11. Is the District anticipating a full implementation support phase (e.g., cost-to-adjust analysis, step placement recommendations for current employees), or should the consultant provide recommendations only?
    Answer: **All the above. According to the findings, there could be some adjustments in one or all of the phases mentioned.**

12. Will the District require a Board of Trustees presentation of findings, and if so, should this presentation be delivered onsite or virtually?
    Answer: **Yes, on-site**

13. Does Hampton County School District currently subscribe to the SCSBA Salary/Compensation Survey? If yes, does the subscription include full access to the latest dataset (certified, classified, administrative positions) at no additional cost to the consultant? If not, will the District permit the consultant to procure the dataset as part of the project and include the cost in the proposal?
    Answer: **No, we do not have this subscription. This could be discussed with the selected RFP Bid Vendor selected. We want to ensure the best information is obtained for analysis.**

14. Approximately how many employees and job classifications will be included in the scope of the study?
    Answer: **32 job classifications and 490 employees.**

15. Can you confirm that the RFP submission requirement is one hard copy?
    Answer: **Correct, one copy**

16. What is the anticipated budget for this project?

    Answer: **No set budget**

17. The RFP states that the Consultant will ensure job descriptions are available for each employee and assist in the development of job descriptions. What is the estimated number of employees that do **not** currently have job descriptions?

    Answer: **Zero, all current employees have a job description**

18. How many unique job descriptions currently exist within the district?

    Answer: **32 job classifications**

19. Page 10 of the RFP states that the deliverables are required to be delivered by March 15, 2026. What, if any, activities are expected to occur between March 15, 2026 and the contract end date (June 30, 2026)?

    Answer: **Conversation and follow up questions to help district implement any information provided from the deliverable vendor.**

20. How many employees and classifications are included in the study?
    Answer: **32 job classifications and 490 employees.**
21. How many teachers are included in the study?
    Answer: We have around 156 teachers

22. A classification and compensation study typically takes four months to complete. Would the District allow any flexibility in the timeline?

    Answer: We can offer limited flexibility. However, it would be based on information received.

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23. How many unique positions will be included in this study?

    Answer: **32 job classifications**

24. In section 3.3 #1. General Preliminary and Closing Activities, the RFP listed all of the meetings and presentations that the District would like to have. Does the District expect that meetings and presentations will be held virtually or in-person? If in person, how many meetings would the District prefer to have in person?
    Answer: It depends on content and agenda, if the meeting is virtually or in-person. Same as previous answer.