



Invitation to Negotiate (ITN) **Compensation Analysis Services**

Questions and Answers

November 20, 2024

Question: Regarding the shortlisted vendors, will notifications be sent via email or will we have to monitor the website?

Answer: All official notifications related to this ITN will be posted on the website so you should always monitor the website. However, as a courtesy, we will also notify our solicitation list via email once the shortlisted vendors as been posted to the ELC website. Additionally, we will reach out to the individual shortlisted vendors in order to set up an interview time.

Question: Regarding the timeline, the deadline for any additional questions is end of day the day before Thanksgiving, with the ITN due that following Monday. How quickly will the questions be addressed?

Answer: We leave open the opportunity to ask questions as long as possible on the chance that you have a last minute question. However we encourage anyone with questions to ask without delay to allow sufficient time to prepare proposals. Questions will be answered and posted on the ELC website on a rolling basis daily..

Question: How many unique roles does your organization have that the vendor would need to benchmark?

Answer: Per the statistics listed in the ITN document, there are 60 unique roles.

Question: For the compensation analysis, do you want the vendor to adjust the job levels in your current salary structure as the first phase, update the ranges based on market data, or develop a salary structure for your organization?

Answer: This ITN is not to create a new structure, but rather to update our structure and policies to reflect the marketplace and to see how we can improve it as a tool for our organization.

Question: In the additional services, is there room to update the salary structure over the next five years, or is it just an update?

Answer: It is very likely that we would do another review to ensure that we are in line with the marketplace and our business needs. We currently do them once every three years.

Question: How many job descriptions did you need to vendor to review with the staff?

Answer: We have 60 individual roles that have 60 different job descriptions, but a good portion can be grouped together as they are related to one another. We have two major program teams for our program work. One team are staff members that determine eligibility of for subsidies services, handle calls, handle contract issues, and process reimbursements to childcare providers. The other team is quality and education, that provides trainings to enhance the quality of childcare providers..

Question: There are 19 key stakeholders on the board. Will all 19 need to be interviewed?

Answer: No. Typically, we have key individuals on a committee that will participate in this process.

Question: Is that compensation philosophy review part of the compensation analysis services, or is that an additional service at the end of this project?

Answer: Yes, it is part of the compensation analysis services. The administration of salaries and policy around salaries all anchor in the compensation philosophy,.

Question: Do you expect the consultant to be located in Broward County?

Answer: No, you do not have to be located in Broward County. But experience with our area is a helpful, as knowing our peers and our local conditions are helpful for us.

Question: What is HHSAR 352.231-70 that you reference in the ITN that you are subject to?

Answer: This is a requirement by the Federal Department of Health and Human Services and the State of Florida that caps all ELC Salaries at the Federal Executive Service Schedule Level II rate. For 2024 that rate is \$221,900. On January 1, 2025, that rate is expected to increase by 2% to \$226,338. This rule applies to 99% of the Coalition's Funding.