



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
PEL760040

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
RON PRICE 304-558-0492

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 PERSONNEL DIVISION
 BUILDING 6, ROOM B416
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0139

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/14/2006				

BID OPENING DATE: 09/27/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				RESPONSES TO QUESTIONS SUBMITTED BY THE 9/8/06 DEADLINE		
0001	1	LS		961-20		
				POINT FACTOR JOB EVALUATION SYSTEM		
***** THIS IS THE END OF RFQ PEL760040 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

PEL760040
Addendum No 1

Responses to questions submitted by the deadline of 9/8/06:

Q1. What is the process for revising existing class specifications?

A1. Process for revising existing class specifications: Class specifications are revised upon approval of the Director of Personnel, generally due to new technology, new laws/programs/functions or agency reorganization. A written request is submitted by an agency head; the Division of Personnel Classification & Compensation staff review the requested change and consult with the agency to verify the need for the requested change. A recommendation is then made by staff to the Director of Personnel to approve, disapprove or modify the request.

Q2. What are the Southeast states to be surveyed for salary comparisons?

A2. The fourteen members of the Southeastern States Salary Conference: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Missouri, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Virginia, and West Virginia.

Q3. Are you unionized? What would be the role of the unions in the process?

A3. West Virginia state government is not unionized.

Q4. Do you have a firm deadline for completing the project?

A4. The project plan is one of the evaluation factors. This plan should include the sequence and duration of activities. Consequently, it is inappropriate for us to specify a completion deadline.

Q5. Do current and accurate Classification Specifications exist?

A5. The oldest class specifications were established in 1991. The Division of Personnel makes continuous revisions to these classifications so generally the class specifications are up to date and accurate. All class specifications can be accessed at www.state.wv.us/admin/personnel/clascomp/compindx/specindx.

Q6. Does the State want to consider the potential for using a technology-based point factor system?

A6. This item would fall under "Methodology" which is one of the evaluation criteria. It is inappropriate for us to specify a methodology.

Q7. To link the current pay rates to the job values as assigned by the point factor system, will the consultant be required to do a salary survey or will we be able to use existing survey data (such as the SE States Compensation survey)?

A7. The consultant may use existing data, proprietary or otherwise, to conduct the required market analysis. The Southeastern States Salary Conference salary survey data is public information and may be used at the discretion of the consultant.

Q8. While the RFP requests that we propose a timeline, does the State have an estimate as to when it wishes to commence with this project?

A8. This would be determined by mutual agreement, but not later than eight (8) weeks after the award of the contract.

Q9. Does the State have a budget within which the proposal must fit?

A9. Current Purchasing Division policy does not permit disclosing the budget for the project.

Q10. Should we specify questions regarding the Request for Proposal form in this letter or can they be asked orally?

A10. Questions relating to the form or format can be verbal. The date for submitting written questions has passed so they may no longer be asked.