



# PURCHASING DEPARTMENT

## COLE COUNTY COMMISSION

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To: All Interested Parties  
From: Jessica Bryant, Cole County Purchasing Agent  
Date: May 29, 2025  
Re: Addendum Two to Cole County Bid No. 2025-21 Salary Study

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Can meetings and presentations with the County be conducted virtually, i.e. Zoom/ Teams? If not, which specific types of meetings must be conducted in-person?
  - We are open to phone/video conferencing but would rather be in person if possible.
2. The RFB says the County wants two Options priced out for consideration. For Option 1, does the County need any assistance with that process, such as, facilitating Job Analysis so that the Job Descriptions can be completed using the information collected during the Job Analysis process? Please explain.
  - No, for Option 1 this price would be the County providing the job descriptions.
3. The RFB says the County wants two Options priced out for consideration. For Option 2, the consultant will need to conduct Job Analysis to collect information regarding the jobs to create Job Descriptions. Does the County expect all employees to be engaged in the Job Analysis process (completing questionnaires, being interviewed, etc.) or does the County have something else in mind?
  - No, we do not expect every employee to be engaged by completing questionnaires, being interviewed, etc. The consultant can engage with a group of people with different titles across the county.
4. If the consultants identify a meaningful wage/salary survey that would be useful to the project that neither the consultant or the County has access to, is the County willing to participate in or purchase the survey for use in the project?
  - No.
5. Does the County participate in any wage/salary surveys? If so, which ones?
  - No.
6. For the custom salary survey of regional comparators, does the County have a list of comparator organizations that they want the consultant to consider, or is the County looking for the consultant to identify all of the comparator organizations for inclusion in the survey?
  - The County would like consultants to look at the State of Mo and similar size Counties; but then expects the consultant to identify others.
7. The RFB didn't provide a deadline for delivery of the final reports and proposed Pay Plan. By what specific date does the County require final delivery of the consultant's final report?

- There are no set dates, we would like the results as soon as possible. After the RFB is awarded, we will speak with the awarding consultant to see their timeline.
8. On what specific date does the County expect to formally implement the proposed new pay ranges?
- There is no set date.
9. Does the County want the consultant to include an analysis of the FLSA classifications of each discrete job title?
- Yes.

**The bid receipt date and time HAVE NOT CHANGED; submissions will be received until Monday, June 16, 2025 at 3:00 p.m.**

I/We have received Addendum Number Two to Bid No. 2025-21 and have fully considered the information provided in preparing a response.

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Name of Company

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Agent and Title

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Authorized Signature