



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jennifer Prenger, Cole County Purchasing Agent
Date: April 12, 2019
Re: Responses to Questions Received Regarding 2019-PS01 Human Resources Consulting Services

1. Q: How many existing job descriptions do you have that would need to be reviewed?
A: Approximately 200.
2. Q: How many new job descriptions do you anticipate needing to be written?
A: All 200 will need to be reviewed at minimum and potentially revised/rewritten- the last time most of them were updated was 2005.
3. Q: Do you have an existing structure for your jobs with classes, grades or levels?
A: We have something that was done in-house that establishes starting salary, nothing else; we are looking for review and recommendations.
4. Q: Referencing Section 2.3 General Human Resources Support: Will the HR Attorney be chosen by Cole County, or do you expect the consulting firm to provide the Attorney?
A: The consultant may work with someone with whom they are comfortable/have an established relationship.
5. Q: Referencing general inquiries not addressed in the RFP: Do you have a budget for this project?
A: There is money available for this project.
6. Q: Referencing general inquiries not addressed in the RFP: Do you want us to include a section on fees in our submission, or will that be addressed during the interviews?
A: This is a true RFQ. You may include pricing information if you wish, however, fees and rates will be addressed during interviews.
7. Q: Does the Contractor have to work in Cole County as they are working on this assignment or from our home office with periodic visits to Cole County?
A: The consultant does not have to work in Cole County.
8. Q: Also for the finish product, will you want a prototype of the documents for approval that you will mass produce or more final products?
A: Yes, the County will want an electronic prototype that they can print as needed and amend in the future as necessary.
9. Q: Will there be bi-monthly meetings to discuss progress and for review?
A: This can be discussed during the interview process. The County staff will make itself available as determined necessary by the successful party.
10. Q: As a cost factor, do you want overall cost projection for the entire project?
A: This is a true RFQ. You may include pricing information if you wish, however, fees and rates will be addressed during interviews.